Synergy SIS™

State of Oregon Administrator and User Guide

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
March 2013	1	1	0	Initial release of this document, concurrent with 8.0 software
April 2013	1	1	1	Updated document to 8.0.0.2 release.
May 2013	1	1	2	Updated to 8.0.1.0 release.
June 2013	1	1	3	Updated to 8.0.1.1 release

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CONVENTIONS USED IN THIS MANUAL

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of Oregon State Reporting
- Before Starting

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This guide illustrates how to setup and configure features for Oregon users, including the screens and data needed to report data to the Oregon Department of Education (ODE). This manual is intended to supplement the standard documentation of Synergy SIS, and only covers processes and functionality specific to the State of Oregon.

OVERVIEW OF OREGON STATE REPORTING

Synergy SIS provides a seamless process to report the required data to the Oregon Department of Education. Some of the notable features of the Oregon Department of Education Data Reporting include:

- Synergy SIS can collect all data at the district level so only one upload is needed for the entire district. Separate uploads for each school is not required.
- Synergy SIS is updated every year to reflect the changes introduced by the Oregon Department of Education, and to ensure compliance with any state regulations. These updates are provided to the district with an active support & maintenance contract at no additional cost.

How is the data collected?

The state requires that data be collected and submitted to the ODE in the following scheduled extracts:

- Secure Student Identifier (SSID)
- Average Daily Membership (ADM)
- Unique Staff Identifier (USID)
- Instructional Unit Identifier (IUID)
- Class Size
- Special Education Child Count (SECC) – December
- Special Education Child Count (SECC) – June
- Staff Assignment
- Staff Assignment/Audit
- Limited English Proficient (LEP)

Student enrollment information is entered into the Student screen as part of the normal enrollment process. Attendance data is entered into Synergy SIS as part of the normal process of taking attendance. Information regarding the student's participation in special programs such as ELL (LEP) or Program Participation is recorded in one of the screens available in the Student Programs folder.

How is the data verified and checked?

Synergy SIS is capable of making every data entry field mandatory, and checking the data at the time it is entered. However, this approach is not practical for most districts because not all data may be available at the moment a student is enrolled or whenever some other data entry occurs. Instead, validation is performed when the upload is created based on the complex ODE transaction validation rules from the state. These validation rules are updated when the state makes any changes to the ODE transactions rules.

If any errors or invalid data are encountered in the data when the upload is created, the errors found are summarized in a PDF report that is available for viewing when the file creation process is complete.

Overview of the Data Submission Process

ODE reporting in Synergy SIS consists of the following steps:

1. Creation: The first step in the reporting process is the creation of the file that is to be sent to the state. When completed, this step generates a report of all students included and a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is in XML format as required by the ODE. See Secure Student Identifier (SSID)
    - Average Daily Membership (ADM)
    - Unique Staff Identifier (USID)
    - Instructional Unit Identifier (IUID)
    - Class Size
    - Special Education Child Count (SECC) – December
    - Special Education Child Count (SECC) – June
    - Staff Assignment
    - Staff Assignment/Audit
    - Limited English Proficient (LEP)
2. Creating an ODE Extract.
3. **Upload**: The second step is uploading the XML file created in step 1 to the ODE. You save the XML file to a folder on your hard drive (or a network drive). See Viewing ODE Extract History.
4. **Verify**: The user then verifies the data sent. The state provides reports showing any errors. See State Files Imports.

Location of the State Data Reporting Screens

The **Student** screen collects the majority of the student information required by ODE.

The **OR** folder of the Synergy SIS menu includes extract and setup screens.

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Accessing the OR folder

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the screen.

Figure 1.1 Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.
3. Under the **Synergy SIS** folder, open the **OR** folder by clicking on the blue triangle pointing right, next to the word **OR**. Once clicked, the triangle turns green and points downward.

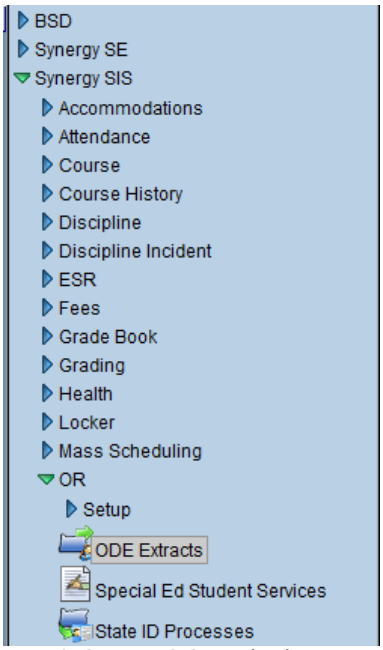

Figure 1.2 Synergy SIS Navigation Tree

NOTE: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS > OR**. This would mean go to the Navigation Tree, click on the **Synergy SIS** folder, and then click on the **OR** folder.

BEFORE STARTING

Before starting to define the setup of the ODE Data Reporting as outlined in this manual, the following items should be completed in Synergy:

- The **Attendance** setup, including the District and School Attendance codes, as outlined in the *Synergy SIS - Attendance Administrator Guide*.
- The **Student Information** setup as outlined in the *Synergy SIS – Student Information Guide*.

To make the setup process smoother, gather the following information:

- The most recent list of valid data codes should be available for reference from the Oregon Department of Education website (https://district.ode.state.or.us). Search the website for links to the specific data collection or extract.
- A list of **special needs programs** that are in use at each school. While every district must offer ELL and Special Education programs, there are a wide variety of other programs such as the 21st Century Program and Title I programs that may be offered to students.
- A **Synergy SIS\logon** that has access to all schools at the district as well as the district-level data.
- The state assigned **District Code** and **School Codes**. These codes are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

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Chapter Two: SETUP

In this chapter, the following topics are covered:

- Overview of the Setup Process
- Lookup Tables Setup
- Organization Setup
- District Setup
- Oregon Extract Required Setup
- School Setup

OVERVIEW OF THE SETUP PROCESS

To configure Synergy SIS to report the necessary information to the state of Oregon, the following items need to be setup across the system. The recommended setup order is:

1. Lookup Tables Setup – update or add the needed state codes to all lookup tables.
2. Organization Setup – enter the school and district codes in the **Organization** screen.
3. District Setup – set the district-level options for the upload process.
4. Oregon Extract Required Setup – create Filter Group Definitions and enter state requirements.
5. School Setup – setup school-level options.

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LOOKUP TABLES SETUP

There are several lookup tables required for the collections that need to be submitted to the state. These lookup tables are setup with the codes required by the state for certain categories of information, such as the enter codes and leave codes. These codes can change at any time, so be sure to check with the Oregon Department of Education to get the latest codes and update the codes as needed.

Note: Never change the value of the "Code" column after data has been imported or entered in Synergy SIS.

The lookup tables used in state reporting are:

Synergy SIS	***Oregon Reporting Data Element***
K12	
Diploma Type	Diploma Issued Type Code
Grade	Grade Level Code
Language	Primary Language Code
K12 .Course Info	
Sced Course Code	Course Code
Academic Type	Class Room Type Code
State Course Code	Course Code
K12 .Enrollment	
Leave Code	Enrollment End Date Code
Withdrawal Reason Code	Withdrawal Factor Code
FTE	Full Time Equivalency
Tuition Payer Code	Enrolled Tuition Type Code
K12 .OR	
Record Type	Special Education Record Type Code
Enrollment Type	Special Education Enrollment Setting Type Code
K12 .ProgramInfo	
Sped Exit Reason	Special Education Exit Reason Code
K12 .ScheduleInfo	
Instructional Strategy	Alternative Education Setting Flag
Team Teaching	Team Teaching Flag
K12.Setup	
County	Resident County Code
K12 .SpecialEd	
Disability Code	Primary Disability Code and Secondary Disability Codes 1- 4
K12 .SpecialEd.AZ.IEP	
Service Provider	Serving Agency Type Code

K12.SpecialEd.IEP	
Sped Service	Related Special Education Services Codes 1-6, Supplemental Special Services Codes 1-6
Placement Preschool	Special Education Secondary Federal Placement Type Code
K12.SpecialEd.OR.Document	
Placement Code	Special Education Federal Placement Type Code
K12.Staff	
Qual Method	Highly Qualified Status Determination Code
K12.TestInfo	
Test Type	Test Type (NOTE: ELL must be one of the test types.)
K12.TestInfo.Setup	
Test Name Code	Limited English Proficiency (LEP) Test Name Code
Revelation	
Ethnicity	See ODE Field System Locations

Caution: Only change the state code column value for the corresponding state table. Do not change or remove table code values that are already in use. If a code is no longer used for state reporting, remove the state code value and use the fields Year Start and Year End to deprecate codes that will no longer be used.

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Maintaining Lookup Tables

1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
2. On the **Lookup Table Definition** screen, navigate to the code table to change.
3. Select the code table. Below is an example of the Enter Codes in K12.Enrollment.

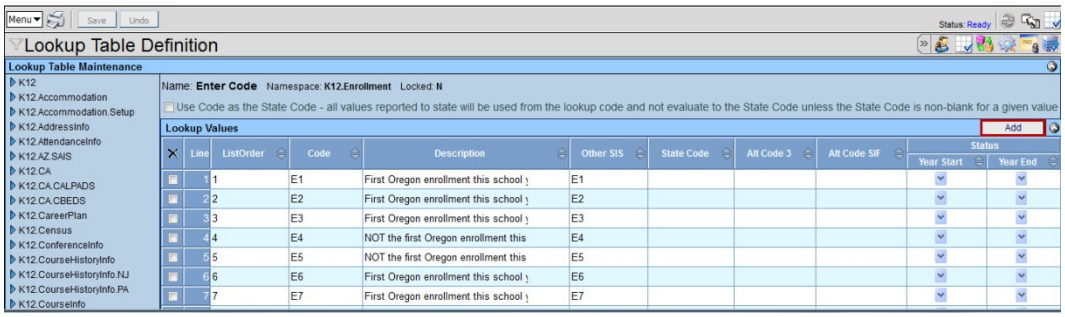


Figure 2.1 Enter Code Lookup Table

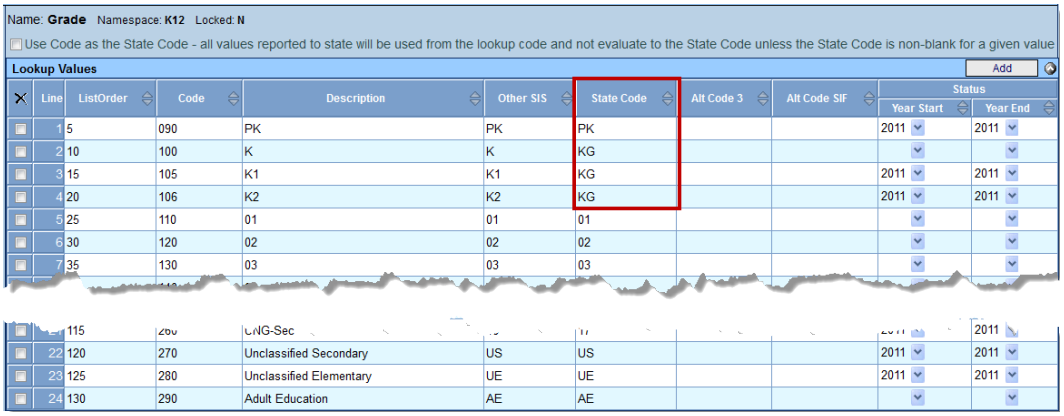
4. Click the **Add** button to add a new code.
5. Some codes are listed in order by **ListOrder**, some by code, and some by **Description**. The order in which the values are displayed may possibly be changed by entering the order number in the **ListOrder** column depending on how the lookup table was defined in the screen.
6. Enter a code in the **Code** column. Codes can be up to five characters. This value must be unique, but it is only used internally to link the tables in the database. It can be the same as the code used by the state but it can also be the district's own coding structure.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If the code chosen is different from the state code, enter the actual code used by the state in the **State Code** column.
10. If appropriate, a start year and end year may be entered in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new transactions in the screen. For example, if a code is no longer valid after FY2008, select 2008 for the end year.
11. Click the **Save** button at the top to save the changes.

Generally, the **Alt Code 3** field, **Alt Code SIF** field, and **Use Code as the State Code** checkbox are not used for state reporting. If specific Alt Codes are needed, they will be specified in the manual. By default, the code in the Code column is used for state reporting, unless there is a code entered in the **State Code** column. If a code is entered in the **State Code** column, that code is used.

Adding State Codes for Grades

The State of Oregon has specific codes than are associated with Pre-K and Kindergarten.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. On the **Lookup Table Definition** screen, navigate to **K12 > Grade**. The **Grade** lookup table displays.


Name: **Grade** Namespace: **K12** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	5	090	PK	PK	PK			2011	2011
2	10	100	K	K	KG				
3	15	105	K1	K1	KG			2011	2011
4	20	106	K2	K2	KG			2011	2011
5	25	110	01	01	01				
6	30	120	02	02	02				
7	35	130	03	03	03				
22	120	270	Unclassified Secondary	US	US			2011	2011
23	125	280	Unclassified Elementary	UE	UE			2011	2011
24	130	290	Adult Education	AE	AE				

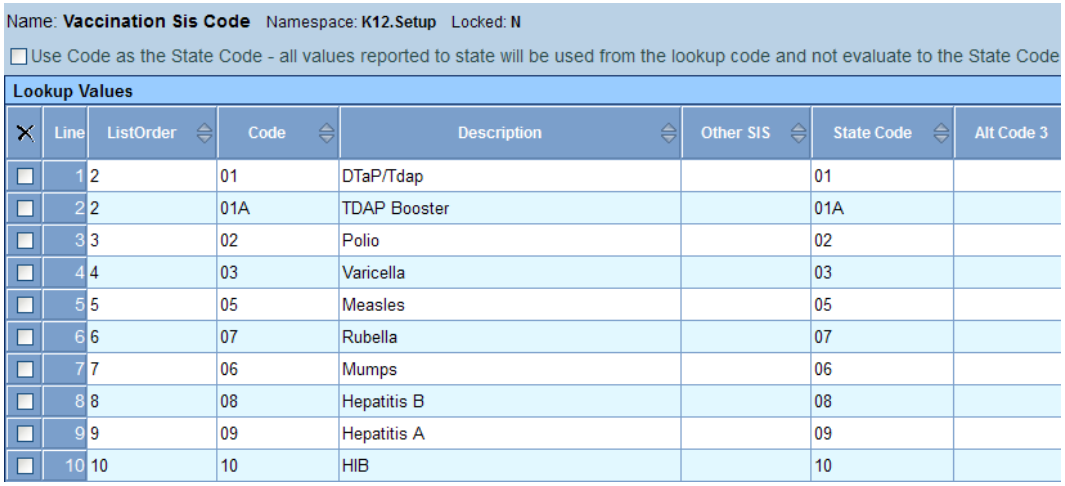
Figure 2.2 Vaccination SIS Code Lookup Table

3. In the **State Code** column, indicate which grade levels are PK (Pre-Kindergarten) or KG (Kindergarten).
4. Click **Save**.

Adding State Codes for Vaccinations

The State of Oregon has specific codes than are associated with vaccinations.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. On the **Lookup Table Definition** screen, navigate to **K12.Setup > Vaccination SIS Code**. The **Vaccination SIS Code** lookup table displays.


Name: **Vaccination Sis Code** Namespace: **K12.Setup** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
1	2	01	DTaP/Tdap		01	
2	2	01A	TDAP Booster		01A	
3	3	02	Polio		02	
4	4	03	Varicella		03	
5	5	05	Measles		05	
6	6	07	Rubella		07	
7	7	06	Mumps		06	
8	8	08	Hepatitis B		08	
9	9	09	Hepatitis A		09	
10	10	10	HIB		10	

Figure 2.3 Vaccination SIS Code Lookup Table

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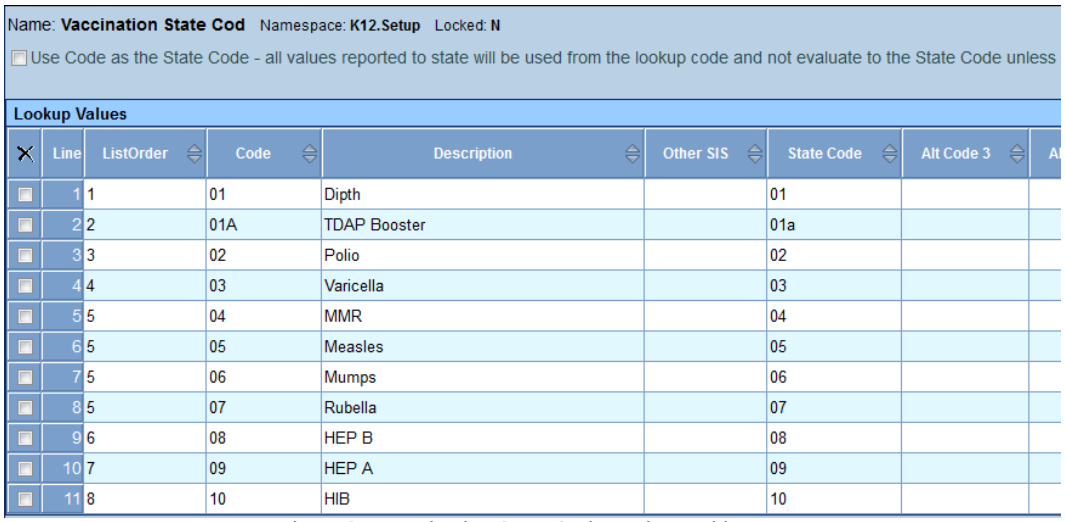
3. Verify that the table has the following codes entered in the **State Code** column.

Description	State Code
DTAP	01
Booster	01A
Polio (IPV or OPV)	02
Varicella	03
MMR	04
Measles	05
Mumps	06
Rubella	07
Hepatitis B	08
Hepatitis A	09
HIB	10
Pneumococcal (PCV7)	11
Meningococcal (MCV4, MPSV4)	12
HPV	13
Influenza	14

4. Click **Save**.
5. On the **Lookup Table Definition** screen, navigate to **K12.Setup > Vaccination State Cod**. The **Vaccination State Cod** lookup table is displayed.


Name: **Vaccination State Cod** Namespace: **K12.Setup** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	A
1	1	01	Dipth		01		
2	2	01A	TDAP Booster		01a		
3	3	02	Polio		02		
4	4	03	Varicella		03		
5	5	04	MMR		04		
6	5	05	Measles		05		
7	5	06	Mumps		06		
8	5	07	Rubella		07		
9	6	08	HEP B		08		
10	7	09	HEP A		09		
11	8	10	HIB		10		

Figure 2.4 Vaccination State Code Lookup Table

6. Verify that the table has the following codes entered in the **State Code** column.

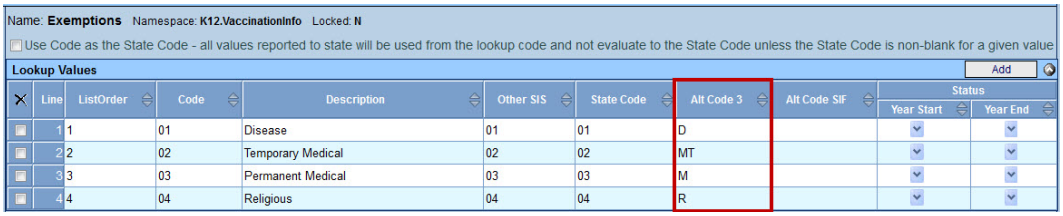
Description	State Code
DTAP	01
Booster	01A
Polio (IPV or OPV)	02
Varicella	03
MMR	04
Measles	05
Mumps	06
Rubella	07
Hepatitis B	08
Hepatitis A	09
HIB	10

Pneumococcal (PCV7)	11
Meningococcal (MCV4, MPSV4)	12
HPV	13
Influenza	14

7. Click **Save**.

Adding an Alt Code for Exemptions

1. On the Lookup Table Definition screen, navigate to **K12.VaccinationInfo > Exemptions**. The **Exemptions** lookup table is displayed.


Name: **Exemptions** Namespace: **K12.VaccinationInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	01	Disease	01	01	D			
2	2	02	Temporary Medical	02	02	MT			
3	3	03	Permanent Medical	03	03	M			
4	4	04	Religious	04	04	R			

Figure 2.5 Exemptions Lookup Table

2. Verify that the table has the following codes in the **Alt Code 3** column.

Description	Alt Code 3
Permanent Medical	M
Temporary Medical	MT
Religious	R
Disease	D
Personal	R

3. Click **Save**.

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Adding an Alt Code for ELL Program Code

Districts are required to indicate which ELL programs count for LEP.

1. On the Lookup Table Definition screen, navigate to **K12.ProgramInfo > Ell Program Code**. The **Ell Program Code** lookup table displays.

Name: **Ell Program Code** Namespace: **K12.ProgramInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1		124	LEP - ESL Pullout		22	LEP			
2		125	LEP - ESL Class Period		23	LEP			
3		126	LEP - ESL Content Based		21	LEP			
4		128	LEP - 2-Way Immersion		12	LEP			
5		129	LEP - Sheltered Instruction		30	LEP			
6		132	LEP - Monitoring 1			LEP			
7		138	LEP - Maintenance Bilingual		14	LEP			
8		146	LEP - Monitoring 2			LEP			
9		160	ELL - Not Eligible						
10		162	LEP - ESL Content Based		24	LEP			
11		164	LEP - Transitional Bilingual		13	LEP			
12		174	Dual Language		11				
13		177	Heritage		15				
14		179	ELL - Reentry after Declined						
15		180	ELL - New Service Requested						
16		181	ELL - Ineligibility Verified						
17		500	Reclassification from LEP			LEP			
18		501	LEP Entry Date			LEP			
19		505	Declined Services			4N			
20		506	In Program No ELPA			4O			

Figure 2.6 Ell Program Code Lookup Table

2. Verify that the table has the following codes in the **Alt Code 3** column.

Description	Alt Code 3
Service qualifies as LEP	LEP
Qualified for ELD program, parents declined services and participated in ELPA (Declined services)	4N
Qualified for ELD program, parents declined services and did not participate in ELPA (In Program No ELPA)	4O

3. Click **Save**.

Adding an State Code for ELL Result Code

Districts are required to indicate which results reflect the student is proficient in English and does not qualify for ELL services.

1. On the Lookup Table Definition screen, navigate to **K12.ProgramInfo > Ell Results Code**. The **Ell Result Code** lookup table displays.
2. Enter the code **3H** in the **State Code** column for all results that indicate English proficiency.

Name: **Ell Result Code** Namespace: **K12.ProgramInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	1	New English Language Learner						
2	2	2	Continuing ELL						
3	3	3	Reclassified Fluent English Proficien						
4	4	4	Initial Fluent English Proficient		3H				
5	5	5	ELL After Re-classification						
6	6	6	Continuing FEP						

Figure 2.7 Ell Results Code Lookup Table

3. Click **Save**.

Adding an Alt Code for Ethnicity

Additional setup is required for the ethnicity codes.

1. On the Lookup Table Definition screen, navigate to **Revelation > Ethnicity**.

Name: **Ethnicity** Namespace: **Revelation** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1		01	White	1	W	W			
2		02	African American	2	B	B			
3		04	American Indian	4	A	AI			
4		05	Asian - Chinese		A	A			
5		11	Asian - Other		A	A			
6		12	Pacific Islander - Hawaiian		A	P			
7		16	Pacific Islander - Other		A	P			

Figure 2.8 Ethnicity Lookup Table

2. Verify that the table has the following codes in the **Alt Code 3** column.

Description	Alt Code 3
Asian	A
Black	B
Whitt	W
American Indian	AI
Pacific Islander	P

3. Save the table.

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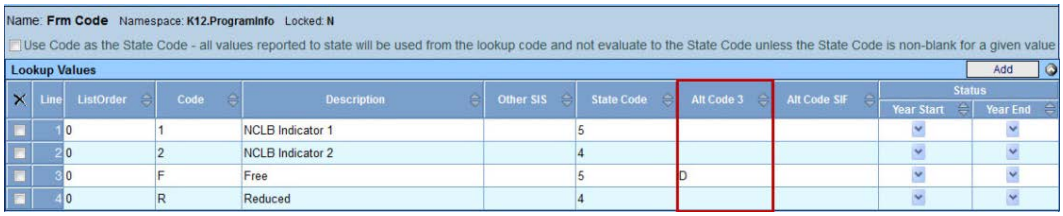
Adding an Alt Code for Free and Reduced Meals

Additional setup is required for the FRM codes.

1. On the Lookup Table Definition screen, navigate to **K12.ProgramInfo > FRM Code**.
2. Enter the code **D** in the **Alt Code 3** column for all programs that indicate the student is disadvantaged.



Name: **Frm Code** Namespace: **K12.ProgramInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	1	NCLB Indicator 1		5				
2	0	2	NCLB Indicator 2		4				
3	0	F	Free		5	D			
4	0	R	Reduced		4				

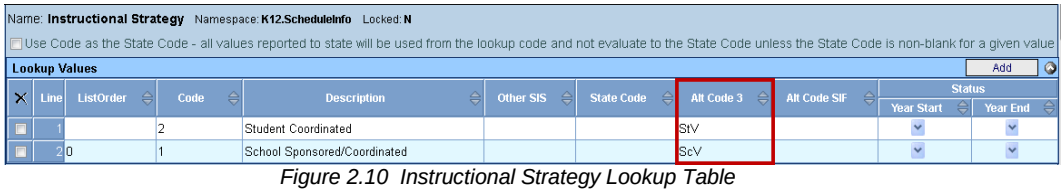
Figure 2.9 FRM Code Lookup Table

3. Save the table.

Adding an Alt Code for Instructional Strategy

Additional setup is required for the Instructional Strategy code to designate if a virtual course is school based or student based.

1. On the Lookup Table Definition screen, navigate to **K12.ScheduleInfo > Instructional Strategy**.
2. In the **Alt Code 3** column, enter **ScV** for school based virtual course and **StV** for student based virtual course.



Name: **Instructional Strategy** Namespace: **K12.ScheduleInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1		2	Student Coordinated			StV			
2	0	1	School Sponsored/Coordinated			ScV			

Figure 2.10 Instructional Strategy Lookup Table

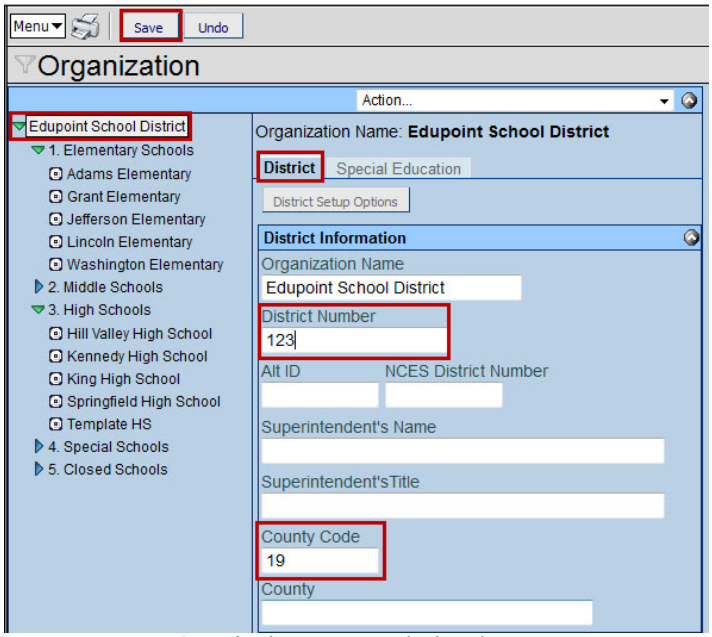
3. Save the table.

ORGANIZATION SETUP

The **Organization** screen sets up the school and district structure within the district. Each district is assigned a code known as the Division code by the state. This code is used in the upload process to ensure the data is uploaded and credited to the correct district. To find the District codes, please see the section on Before Starting in Chapter One of this guide.

Entering the District code

1. Navigate to Synergy SIS > System > Setup > Organization.



Organization screen – District tab

2. On the **Organization** screen, select a district. The screen populates with the data for that district.
3. On the **District** tab, verify that the **District Number** field contains a three-digit District number. Contact the Oregon Department of Education for valid district numbers, if needed.
4. Enter the **Country Code** for your district.
5. Click **Save**.

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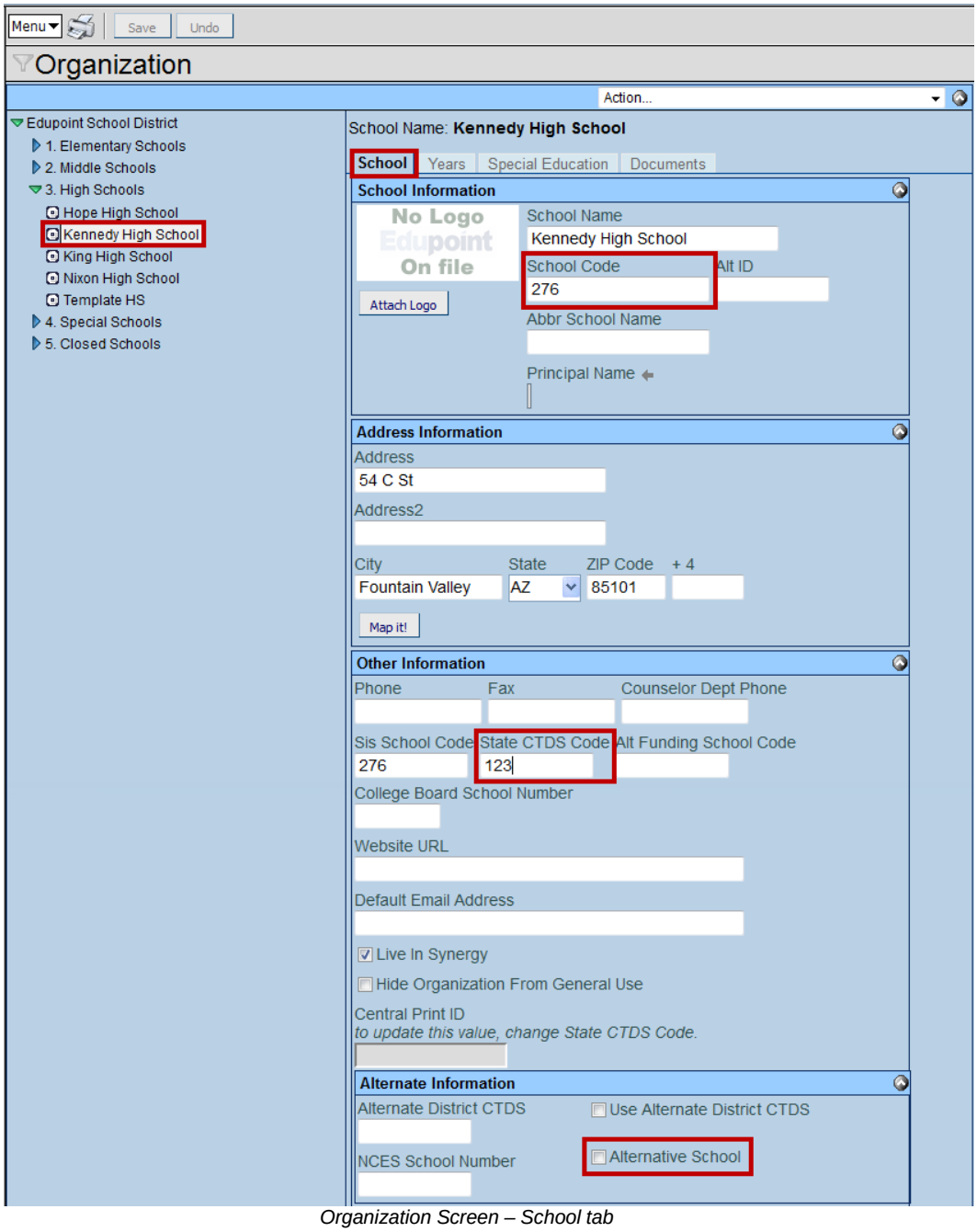
Entering the school-level information

In addition to the district, each school is assigned a unique code by the state called the **State CTDS code**. This code is also used during the upload process.

1. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.
2. Click on the **name of the school** and the school setup screen appears.



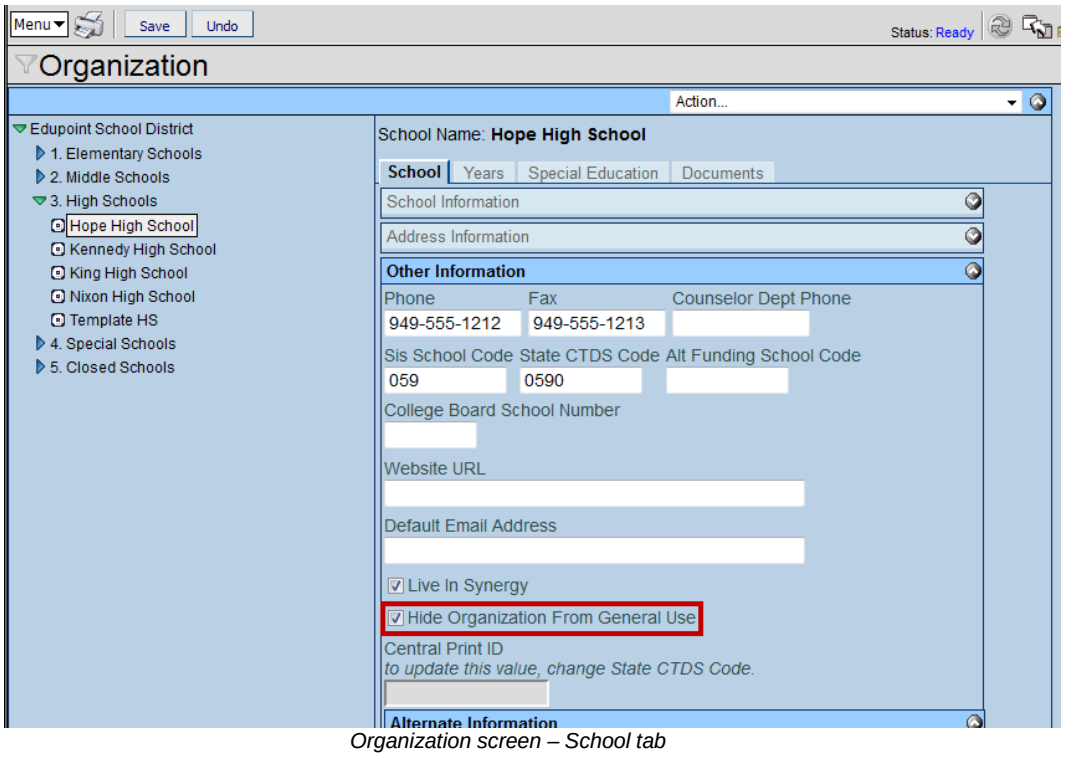
Organization Screen – School tab

3. On the **School** tab, verify that the **School Code** field contains a three-digit number and that the **State CTDS Code** field contains a four-digit number. Contact the Oregon Department of Education for valid school codes, if needed.
4. Select the **Alternative School** checkbox if your entire school is considered an Alternative Education school by your district.
5. Click **Save**.
6. Repeat these steps for each school.

Hiding Schools from General Use

You can remove a school from the chooser selection is achieved through the organization screen by selecting **Hide Organization from General Use**. This option is used for schools that are closed so that they do not show on the chooser list.

1. Navigate to Synergy SIS > System > Setup > Organization.
2. Select the appropriate school.
3. From the Other Information group box, select the Hide Organization from General Use check box.



Organization screen – School tab

4. Click **Save**.

NOTE: Selecting **Hide Organization From General Use** hides schools that are no longer in use. Remember to remove the checkmark box from **Live In Synergy SIS** for schools that are no longer in use.

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DISTRICT SETUP

In order to report their date correctly to the state, each district must define the district-wide programs and services that are available in their schools. In addition, districts enter and maintain various immunization and local health authority information.

Setting up English Language Learner (ELL) Reporting

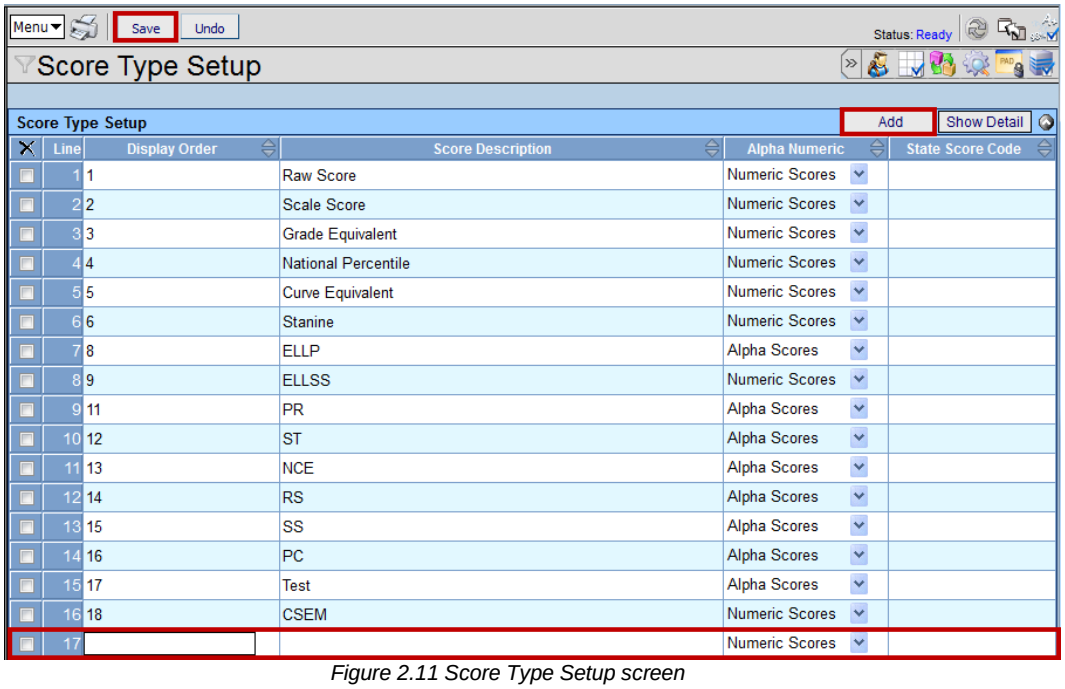
The ESEA Title III LEP extract reports the ELL and LEP services provided to students by the state of Oregon. The student information is gathered from the data entered into the **English Language Learners** screen within Synergy SIS. Some additional setup is required in order to prepare for data collection. Associated state codes may change periodically, so be sure to check with the state to get the latest codes and update them in the system on an annual basis.

There are three steps required to setup English Language Learner Reporting. First, you define score types. Then, the ELL tests parameters are defined. Finally, the tests used for ELL are identified on the **District ELL Definition** screen.

Defining Score Types

Score types are used in the NCLB Title III LEP State Extract. Your district may have a list of preferred score descriptions. The list should include one numeric score type used for ELL scores. You may need to create it, if it does not already exist.

1. Navigate to the Synergy SIS > Test History > Setup > Score Type Setup.



	Line	Display Order	Score Description	Alpha Numeric	State Score Code
	1	1	Raw Score	Numeric Scores	
	2	2	Scale Score	Numeric Scores	
	3	3	Grade Equivalent	Numeric Scores	
	4	4	National Percentile	Numeric Scores	
	5	5	Curve Equivalent	Numeric Scores	
	6	6	Stanine	Numeric Scores	
	7	8	ELLP	Alpha Scores	
	8	9	ELLSS	Numeric Scores	
	9	11	PR	Alpha Scores	
	10	12	ST	Alpha Scores	
	11	13	NCE	Alpha Scores	
	12	14	RS	Alpha Scores	
	13	15	SS	Alpha Scores	
	14	16	PC	Alpha Scores	
	15	17	Test	Alpha Scores	
	16	18	CSEM	Numeric Scores	
	17			Numeric Scores	

Figure 2.11 Score Type Setup screen

2. Click **Add**. A new row is added to the **Score Type Setup** grid.
3. Enter a Display Order and a Score Description.

4. In the **Alpha Numeric** column, select **Numeric Scores**.
5. Click **Save**.

Creating the ELL Test Definition

1. Go to the Test Definition screen, found under Synergy SIS > Test History Setup.

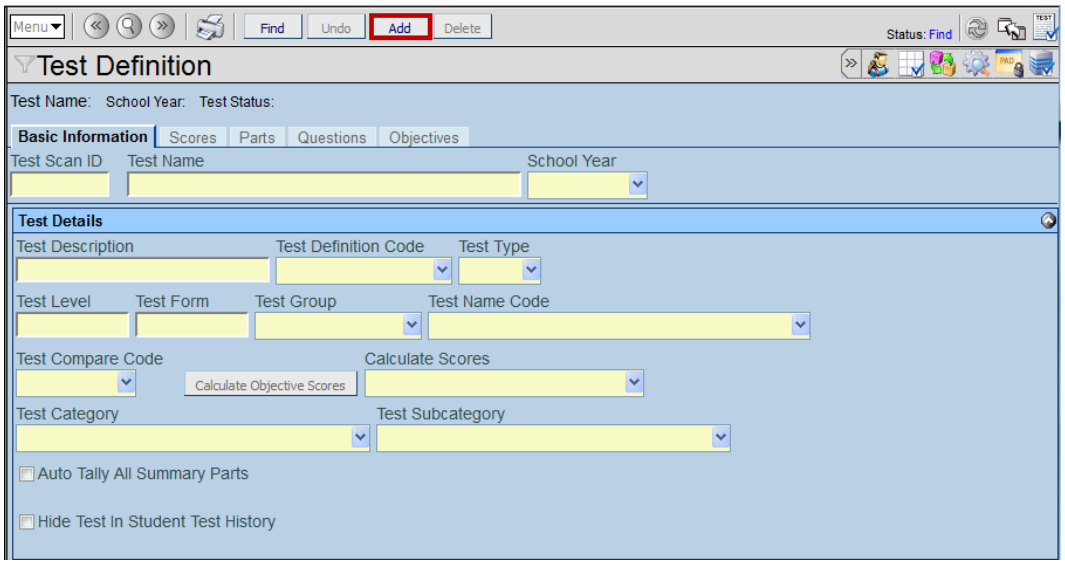


Figure 2.12 – Test Definition Screen

1. Click **Add**. The **Test Definition** screen opens.

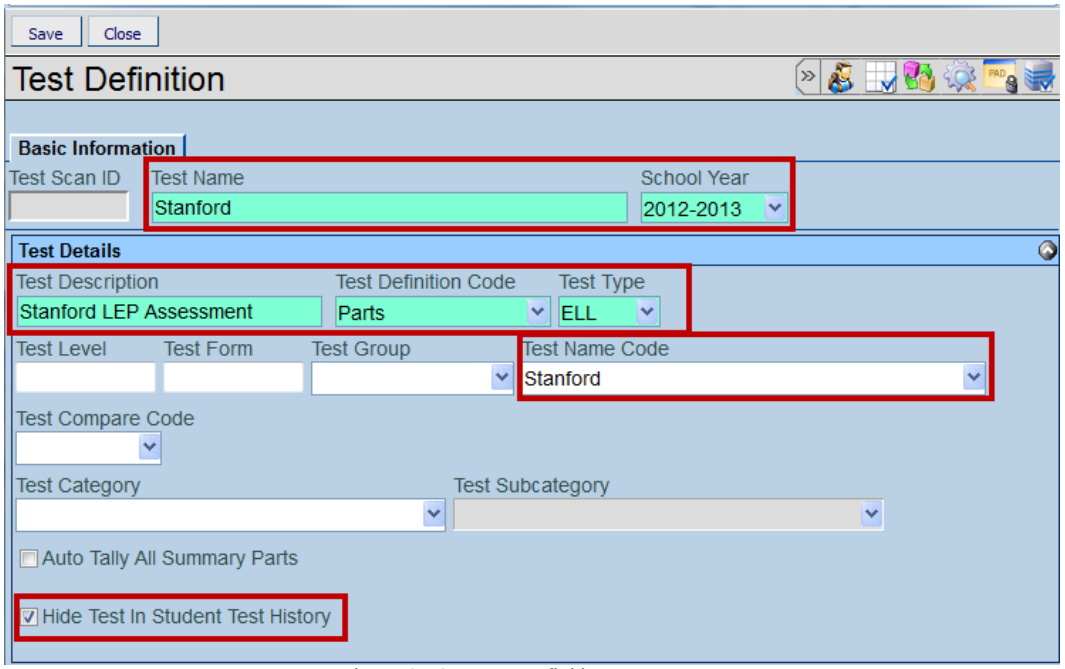


Figure 2.13 – Test Definition screen

2. Enter a name in the **Test Name** field.
3. Select the earliest school year in which the ELL tests will be recorded in the **School Year** field. The ELL test will remain valid for subsequent school years.

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4. Enter a Test Description.
5. Select **Parts** in the **Test Definition Code** drop-down field.
6. Select **ELL** in the **Test Type** drop-down field.
7. Select a Test Name Code.
8. Select the **Hide Test in Student Test History** checkbox. These assessments are entered and viewed from the English Language Learners screen.
9. Click the **Save**. The ELL definition displays on the **Test Definition** screen.
10. Select the **Scores** tab.

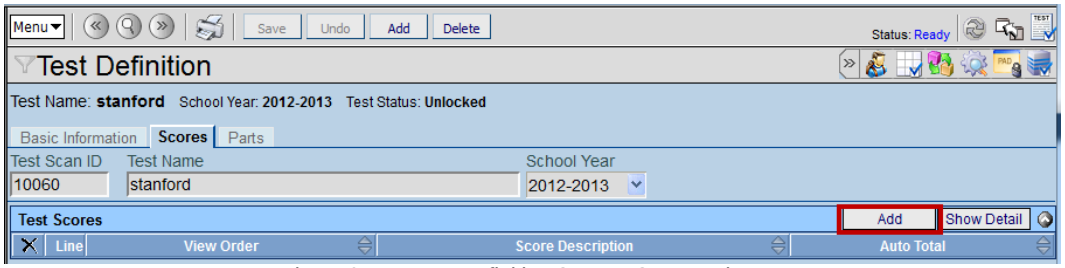

Figure 2.14 – Test Definition Screen, Scores tab

11. Click the **Add** button in the **Test Scores** section, and a new line appears.

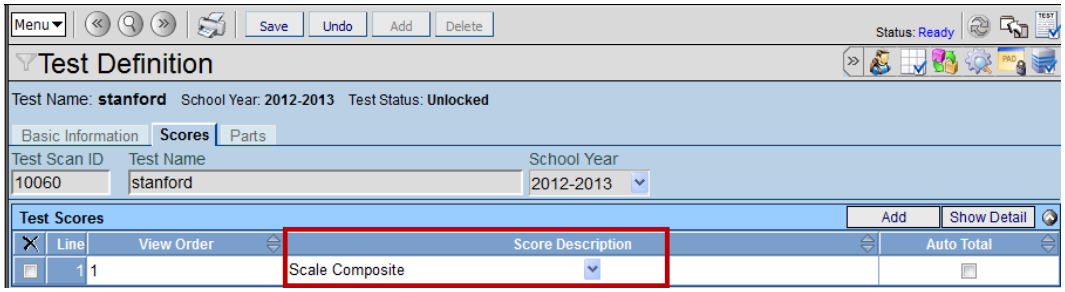

Figure 2.15 – Entering the Score Type for the ELL Test

12. In the **Score Description** column, select the score type created in Defining Score Types.
13. Click the **Save** button at the top of the screen.
14. Select the **Parts** tab.

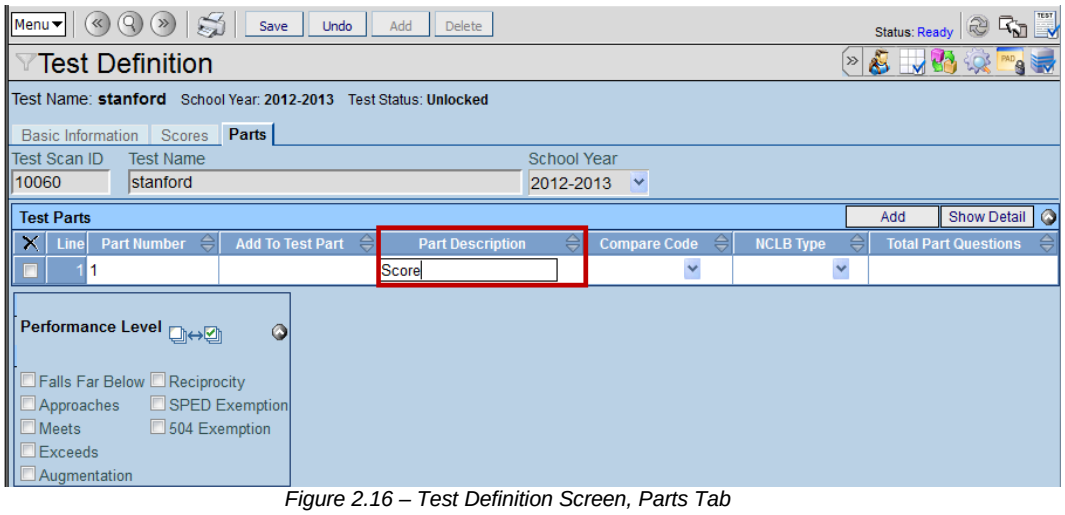

Figure 2.16 – Test Definition Screen, Parts Tab

15. Click **Add**. Since the State of Oregon only uses single scores for LEP, only one test part is needed.
16. Enter a Part Description.
17. Click **Save**.

District ELL Definition

1. Navigate to Synergy SIS > Student Programs > Setup > District ELL Definition.

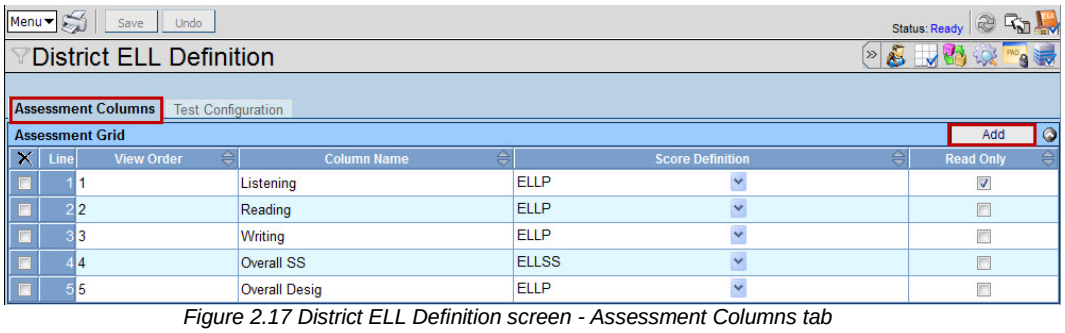

Figure 2.17 District ELL Definition screen - Assessment Columns tab

2. Click **Add**. A blank row appears at the bottom of the grid.

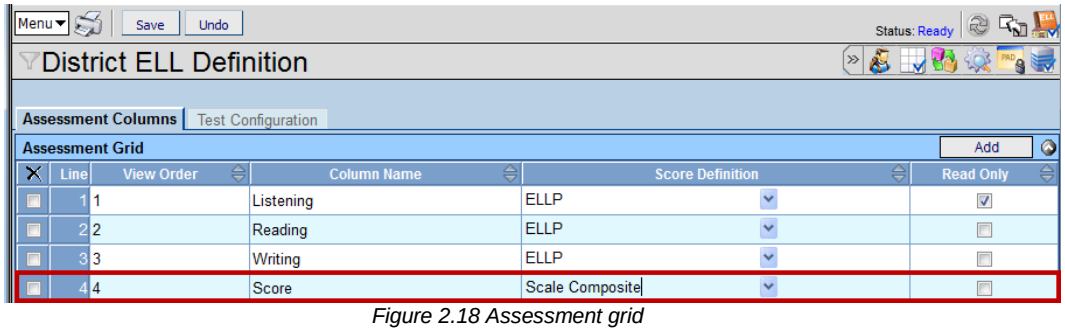

Figure 2.18 Assessment grid

3. Enter the **View Order**.
4. In the **Column Name**, enter "**Score**".

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Caution: The Column Name must be "**Score**" in order for the extract to pull the correct data. Please double check the spelling.

5. In the **Score Definition** column, select the score type created in Defining Score Types.
6. Click **Save**.
7. On the **Test Configuration** tab, select ELL from the **ELL Test Type** drop-down list.
8. Click **Save**. The **ELL Tests** grid populates with ELL defined tests.

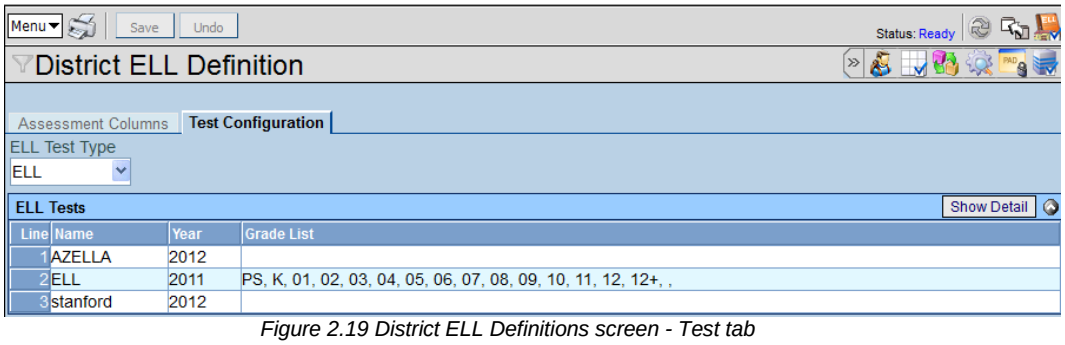

Figure 2.19 District ELL Definitions screen - Test tab

9. Select a test from the **ELL Tests** grid, and click **Show Details**.

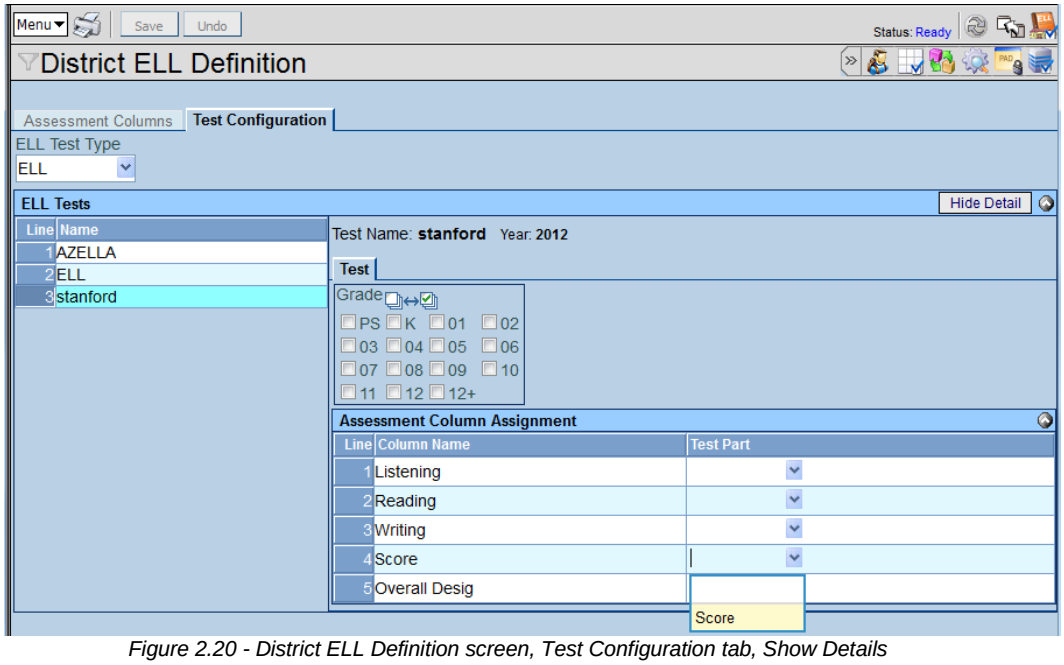

Figure 2.20 - District ELL Definition screen, Test Configuration tab, Show Details

10. In the **Grade** group box, select the grades that are eligible to take this ELL Test.
11. In the **Assessment Columns Assignment** grid, designate which test part correlates with a Test Assignment.
12. Click **Save**.

Defining Instructional Hours

The data uploaded to the State of Oregon to document the Instructional Hours provided to the student is gathered from the data entered into the **Instructional Hours Entry**, **Instructional Hours By Program**, and **Instructional Hours By Student** screens within Synergy SIS . To prepare this information for data collection, you must define the type of instructional programs your district provides.

These codes may change every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis. Refer to the lookup table maintenance instructions in Lookup Tables Setup.

1. Navigate to Synergy SIS > Student Programs > Setup > Instructional Hours Definition.

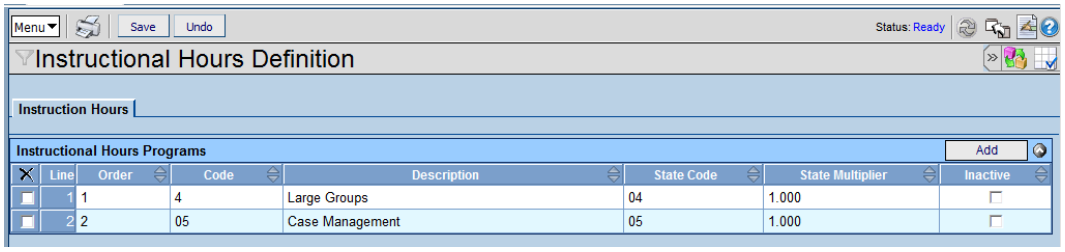

Figure 2.21 Instructional Hours Definition screen

2. Click **Add** to enter an Instructional Hours Program. A new row appears at the bottom of the grid.
3. Enter the following information for each type of program your school or district provides.
   - **Code,**
   - **Description,**
   - **State Code**
   - **State Multiplier**
4. Click **Save**.

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Defining Needs and Programs

The **Needs/Program Definition** screen enables you to define needs and specify which programs are available in your district to address those needs.

1. Navigate to Synergy SIS > Student Programs > Setup > Needs/Program Definition.

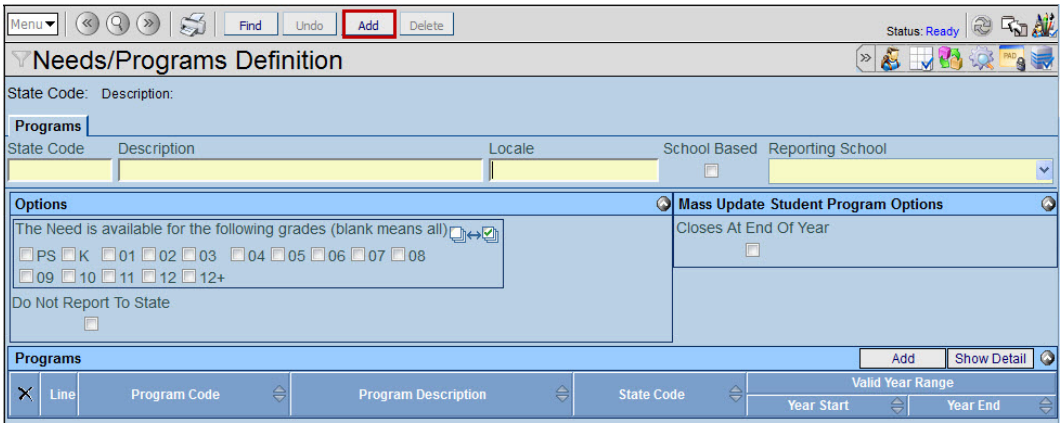

Figure 2.22 Needs/Programs Definition screen

2. Click Add. The Needs/Programs Definition – Add screen appears.

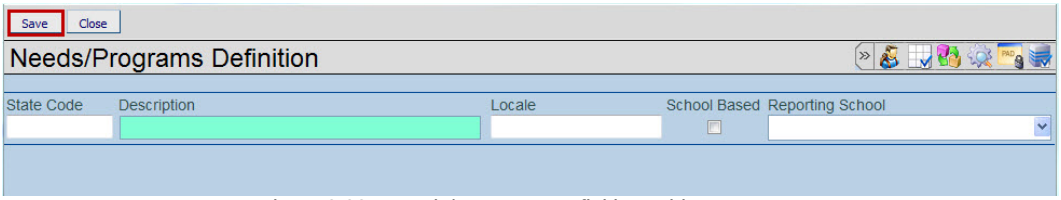

Figure 2.23 - Needs/Programs Definition Add screen

3. Enter the need's **State Code** and **Description**.

> **NOTE**: If some schools do not use all of the programs attached to this need, check the **School Based** checkbox. A new section displays on the **School Setup** screen, which enables individual schools to specify which programs are applicable for their school. Click the **Show Detail** button to specify which programs are in use at the school.

4. Enter the **Locale**.
5. Select the **Reporting School**. The reporting school is the school where the services are provided.
6. Click **Save**. The **Needs/Programs Definition** screen displays.

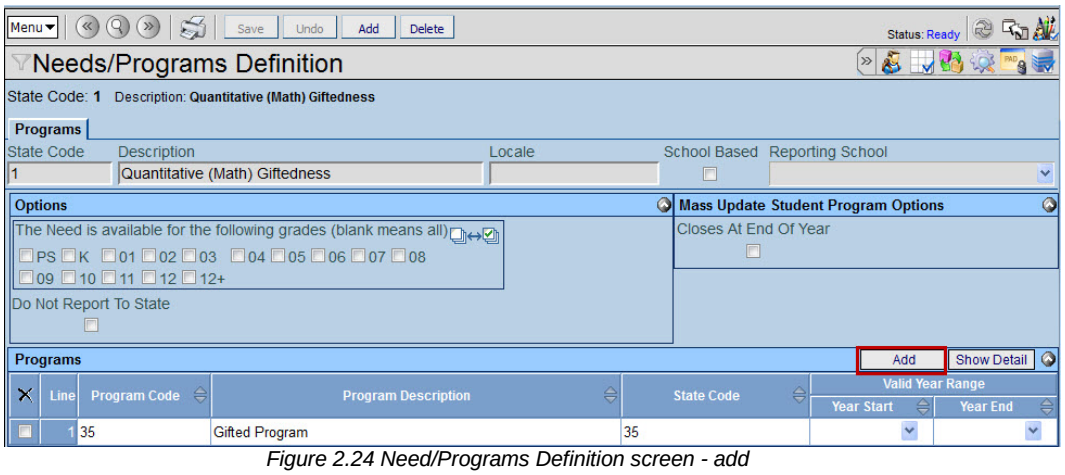

Figure 2.24 Need/Programs Definition screen - add

7. Select the grades to which this need is available in the **Options** group box.
8. Select **Closes At End of Year**, if students must be withdrawn from the program at the end of the school year.
9. Select **Do Not Report To State**, if this need is not required for state reporting.
10. In the **Programs** grid, click **Add** to associate a program with this need.

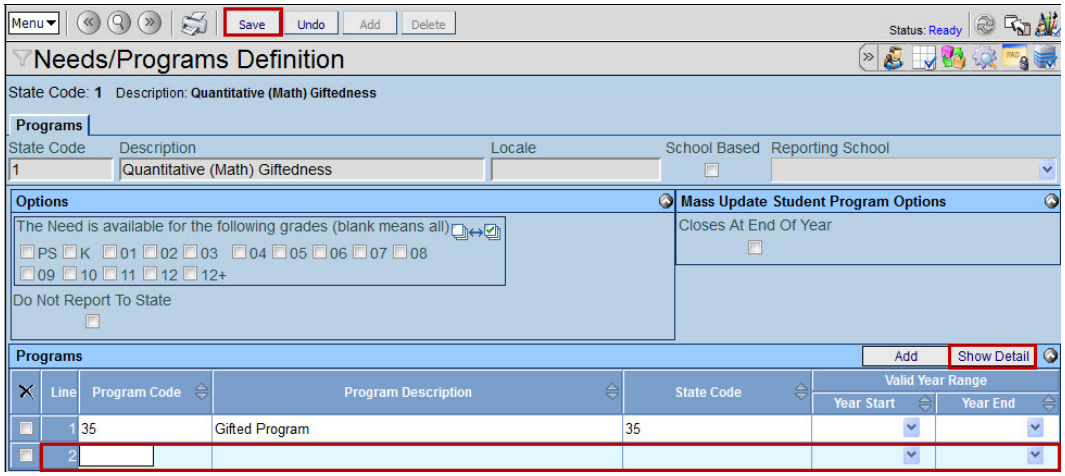

Figure 2.25 Needs/Programs Definition screen - show detail

11. In the blank line that is added, enter the program code in the **Program Code** column and the **State Code** column. Enter the description of the program in the **Program Description** column.
12. If appropriate, enter **Year Start** and **Year End** to indicate the years for which the program is valid.
13. Click **Save**.
14. Select a program from the **Programs** grid and click **Show Detail**. The **Options** tab for the selected program displays.

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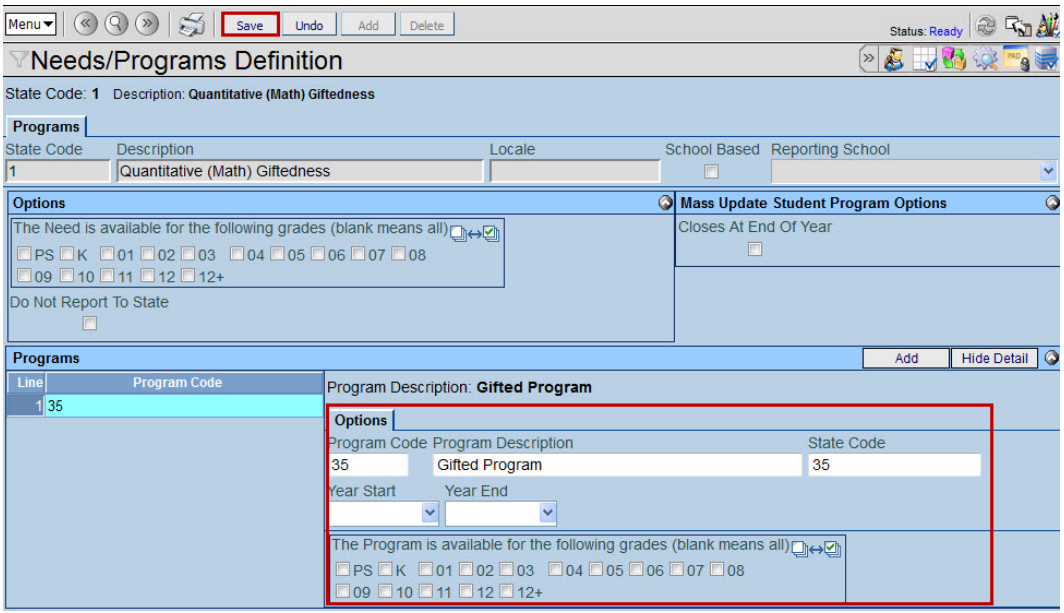

Figure 2.26 Needs/Programs Definition screen - Options tab

15. Select the specific grades for which the program is available.
16. Click **Save**. The needs and programs are entered into the student's records using the **Student Needs** screen. The need is listed under the **Need Description** column, and the program is shown under the **Program Code** column.

Defining Special Ed Services

The **Special Ed Services Definition** screen enables you to define the services provided to students with specific disabilities.

1. Navigate to Synergy SIS > Student Programs > Setup > Special Ed Service Definition.

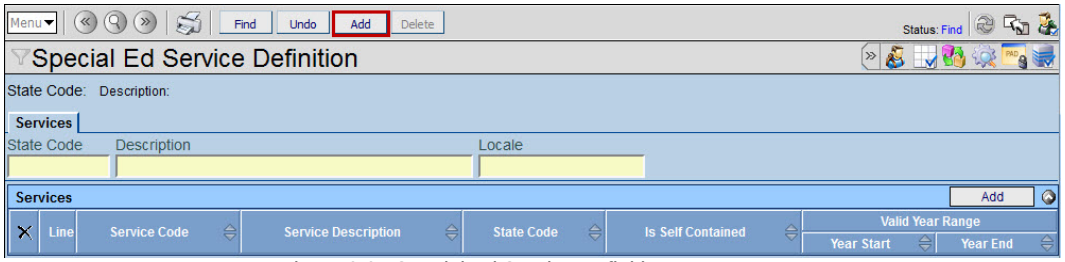

Figure 2.27 Special Ed Service Definition screen

2. Click **Add**. The **Special Ed Service Definition** – Add screen appears.

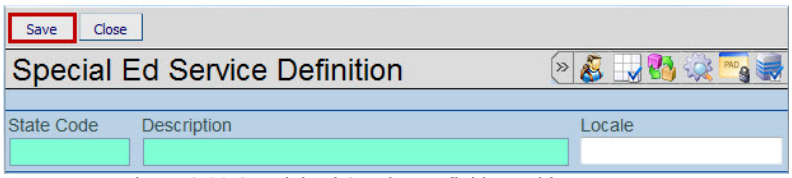

Figure 2.28 Special Ed Service Definition Add screen

3. Enter the **State Code** and **Description** for the disability that receives Special Ed services.
4. Enter the **Locale** (optional).

5. Click **Save**. The new disability displays on the **Special Ed Service Definition** screen.

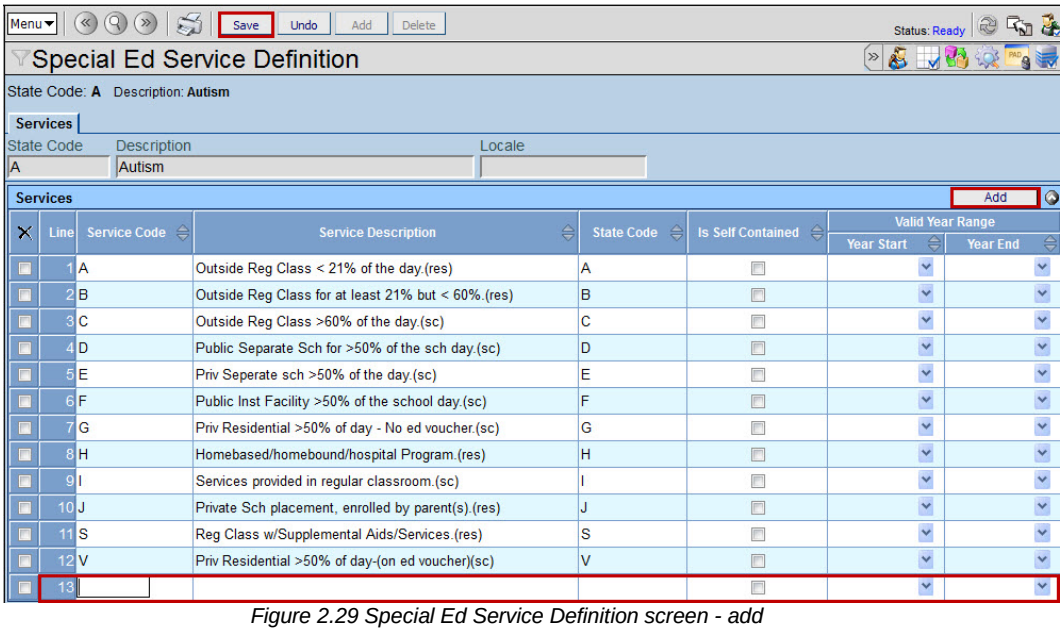

Figure 2.29 Special Ed Service Definition screen - add

6. Click **Add** to make an addition to the list of services offered for this disability. A blank row appears at the bottom of the grid.
7. Enter the Service Code, Service Description, State Code, and if the service Is Self-Contained.
8. If appropriate, enter **Year Start** and **Year End** to indicate the years for which the program is valid.
9. Click **Save**.

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Setting up Program Exits

District setup has two settings that schools must decide upon in order to collect leave dates for programs; **Exit Programs/Services On Student Inactivation** and **Auto-Generate Needs Transactions**.

The **Exit Programs/Services On Student Inactivation** option automatically exits students from any programs or services they may be enrolled in when they withdrawal from a school. Using this option means that if this student returns to a school, you will have to re-enter them manually into the appropriate programs.

The **Auto-Generate Needs Transactions** option uses the enrollment history to automatically exit a student from programs at one school and re-enroll the student in programs at their new school when they transfer from school to school.

1. Navigate to the Synergy SIS > System > Setup > District Setup.
2. On the System tab, select the Exit Programs/Services on Student Inactivation checkbox.
3. Select the Auto-Generate Needs Transactions checkbox.

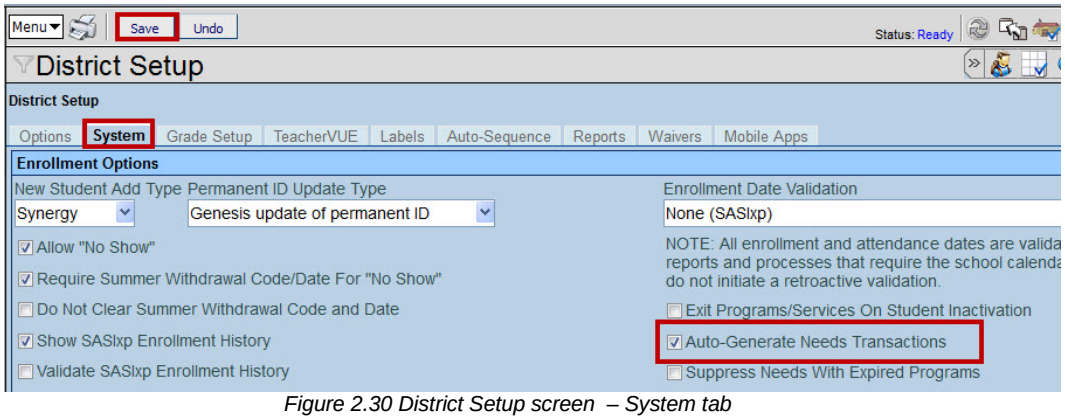

Figure 2.30 District Setup screen – System tab

4. Click **Save**.

Enabling Historical Tracking of Staff in Sections

Historical tracking of staff records when staff members change the sections they teach.

1. Navigate to the Synergy SIS > System > Setup > District Setup.

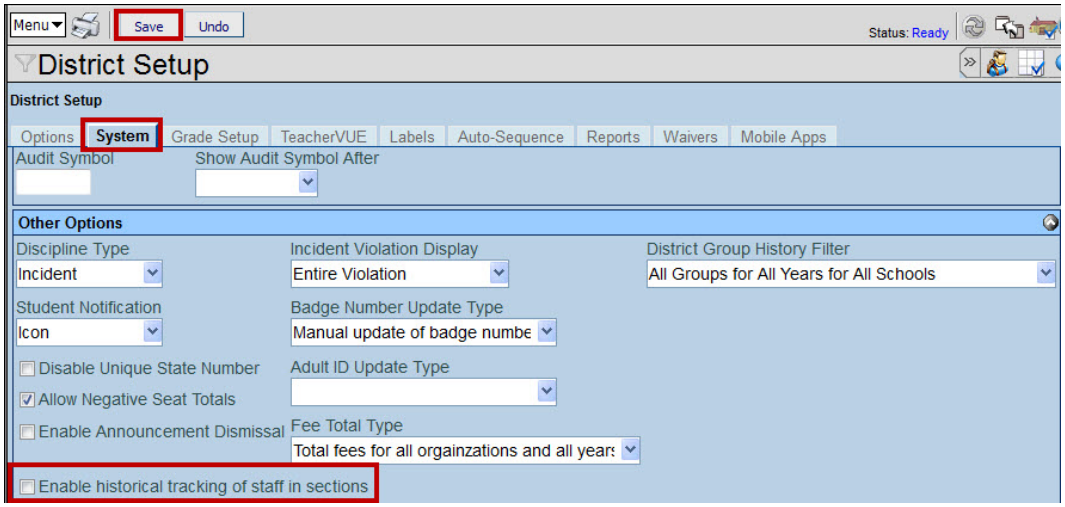

Figure 2.31 District Setup screen – System tab

2. In the Other Options group box on the System tab, select the Enable historical tracking of staff in sections checkbox.
3. Click **Save**.

NOTE: Turning on this option will enable a new tab on the **Section** screen to track historical staff records for all sections.

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Using Lookup Tables for County and State Course Code

The State of Oregon requires that the county of residence is reported in the ADM extract, and the state course code is reported in the Class Size extract. The state has specific codes for both the counties and the state courses. On the **District Setup** screen, there are options to allow users to select both the county codes and state course codes from drop-down lists based on the entries in the K12.Setup.County and K12.CourseInfo.StateCourseCode lookup tables. If the option to select the codes from a list are not selected, the user must enter the exact code in a text field.

1. Navigate to Synergy SIS > System > Setup > District Setup.
2. On the **System** tab, select the **Show County as Lookup** checkbox.
3. Scroll to the **Other Options** group box and select the **Show State Course Code As Lookup** checkbox.

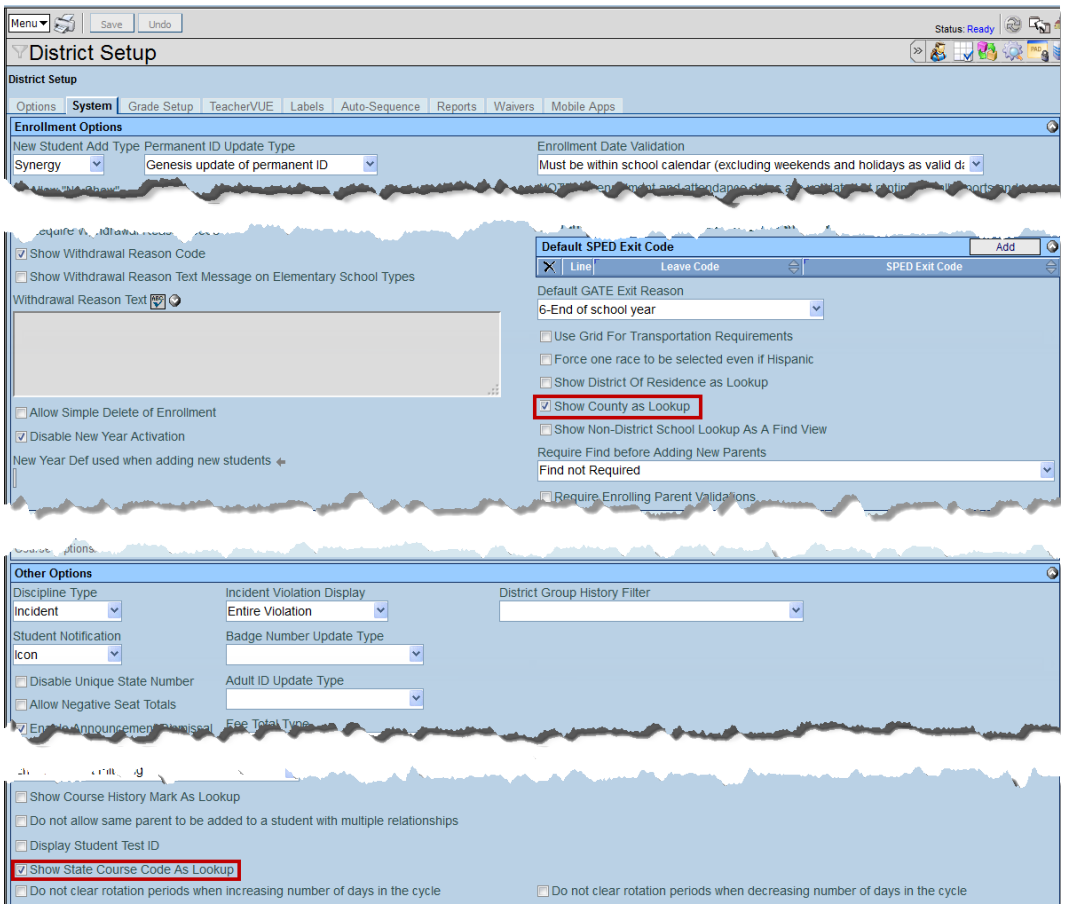

Figure 2.32 - District Setup screen, System tab

4. Click **Save**.

Selecting Attendance Codes to include in ADM reports

The District Attendance Codes determine which absence type codes are used when reporting absence totals in the Average Daily Membership (ADM) reports.

1. Navigate to the Synergy SIS > Attendance > Setup > District Attendance Code.

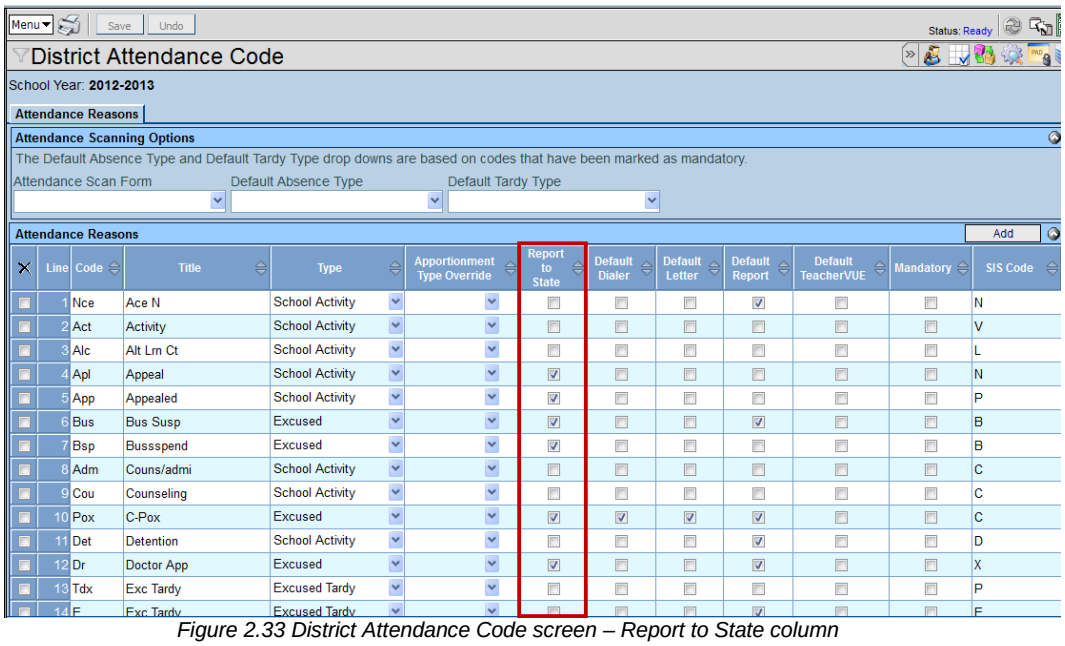

Figure 2.33 District Attendance Code screen – Report to State column

2. In the **Report to State** column, select the Attendance Reasons that should be reported to the state in the ADM extract.
3. Click **Save**.

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Setting Essential Skills for Graduation

The Average Daily Membership (ADM) extract requires that essential skills are identified and reported. Students' performance on tests required for graduation indicates their mastery of essential skills. The ADM extract only requires setup of the Graduation Test Result portion of Graduation Requirements. For more information on setting up all the components of Graduation Requirements, please see the *Synergy SIS - Course History Administrator Guide*.

1. Navigate to the Synergy SIS > Grading > Setup > Graduation Requirements.
2. Find or scroll to the Graduation Requirement that contains essential skills tests.

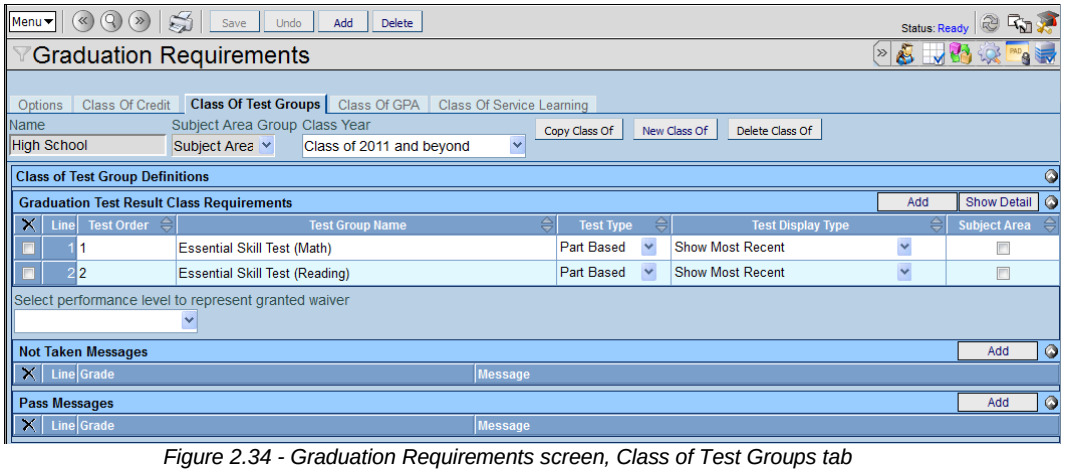

Figure 2.34 - Graduation Requirements screen, Class of Test Groups tab

3. On the Class of Test Groups tab, select an essential skill test from the Graduation Test Result Class Requirements grid.
4. Click **Show Detail**. The Test Group Details display.

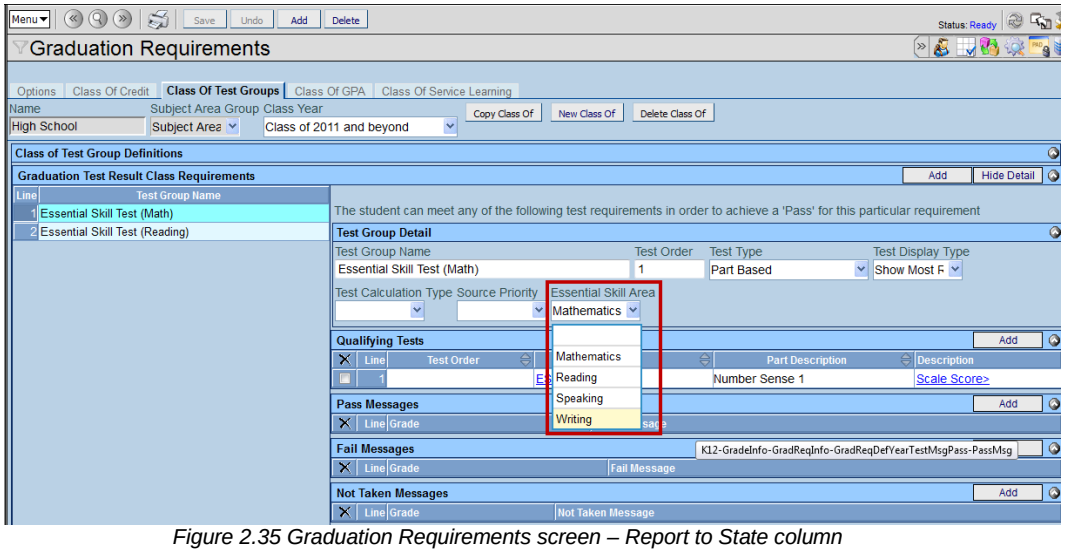

Figure 2.35 Graduation Requirements screen – Report to State column

5. In the **Essential Skills Area** drop-down field, select the essential skill for this test.
6. Click **Save**.
7. Repeat for every essential skill test in this graduation requirement group.

Defining Immunization Compliance

The **Immunization Definition** screen enables you to create custom rules to validate that students are compliant with their immunizations.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

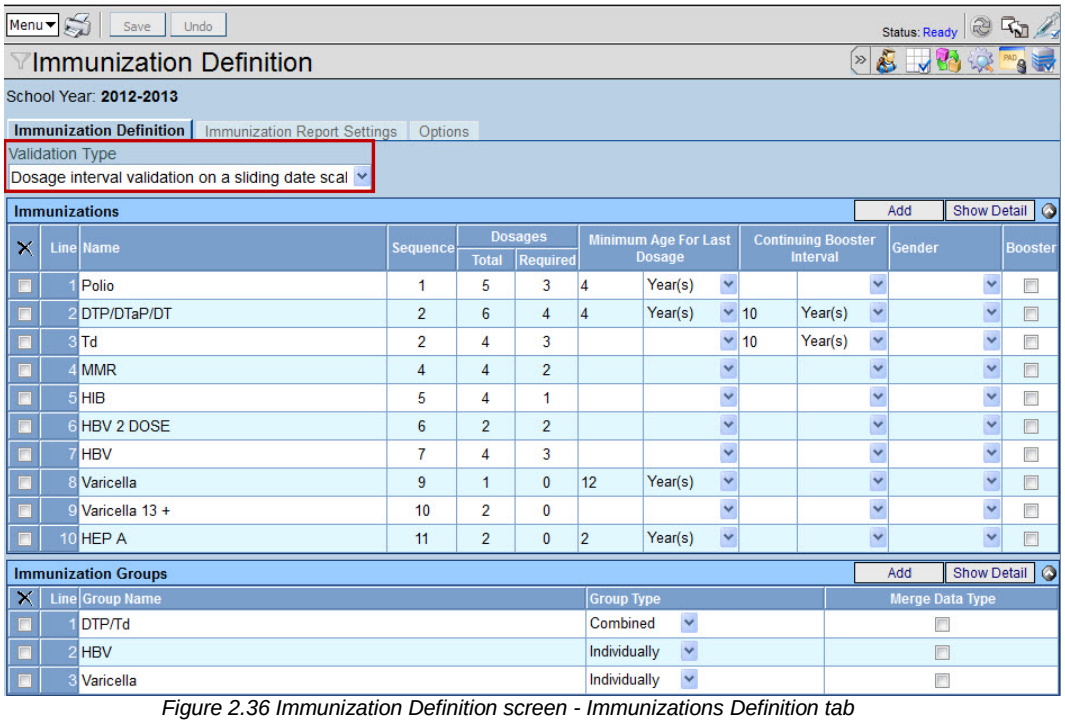

Figure 2.36 Immunization Definition screen - Immunizations Definition tab

2. In the **Validation Type** field, select the **Custom validation rules** option.

NOTE: When you select **Custom validation rules**, previously defined immunizations, sequences, and total dosages appear.

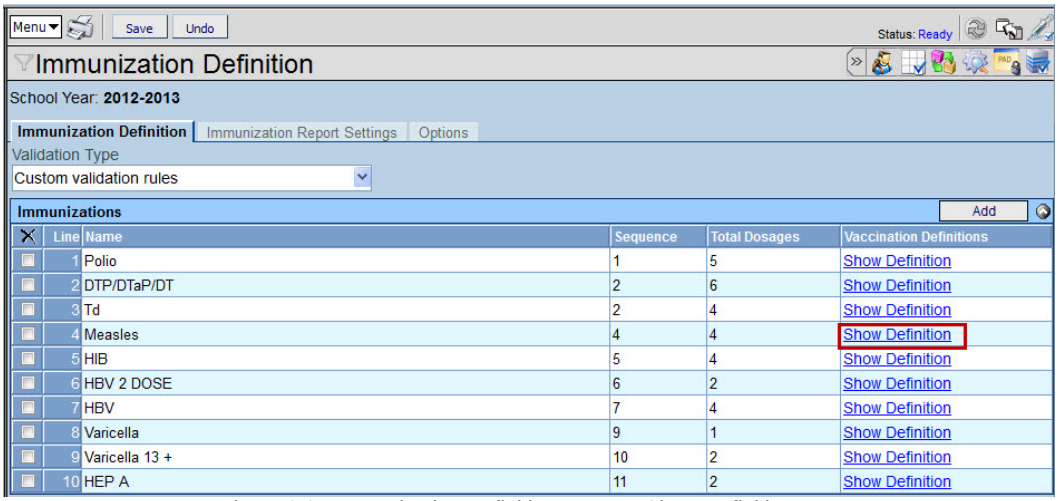

Figure 2.37 Immunization Definition screen - Show Definition

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3. Select an immunization from the **Immunization** grid and click on the **Show Definition** link. The **Immunization Rule Definition** screen displays.

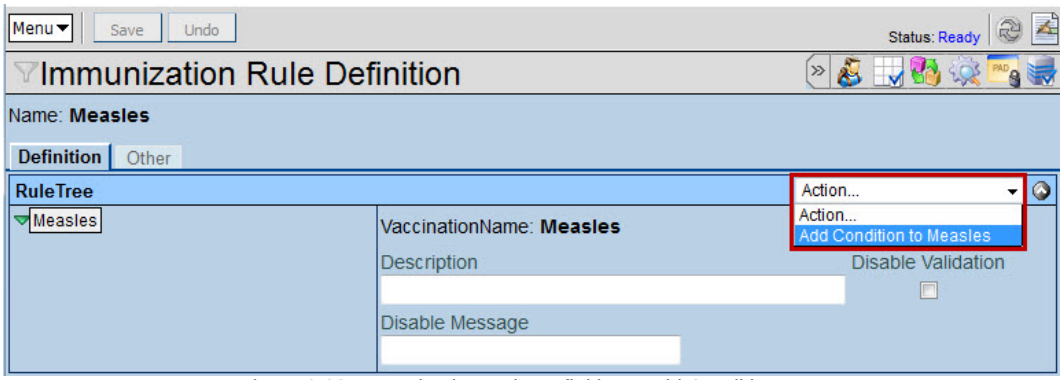

Figure 2.38 Immunization Rule Definition - Add Condition

4. Select the primary node under the **Rule Tree**.
5. Select the Add Condition to (primary node) option from the Action menu. The Vaccination Condition Definition screen opens.

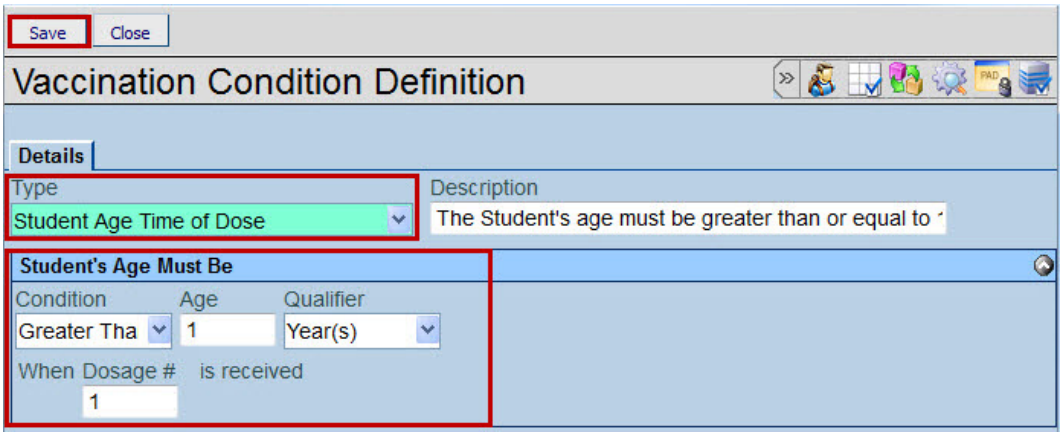

Figure 2.39 Vaccination Condition Definition

NOTE: A node may have only one Condition, and multiple Actions.

When a condition is defined, a **True** and a **False** node also are created. Each **True** or **False** node may have one condition defined and many actions.

6. Select the condition type in the **Type** field. The Types available are:
   - **All Dosage Dates Condition** – sets a specific message if a dosage date for the immunization equals the value entered.
   - **All Dosage On Or After Birthday** – sets a specific message if not all dosages have been entered on or after the student's date of birth.
   - **At Least 1 Dose After Age** – sets that a student must have at least one dosage in any immunization after the time frame entered.

- **Dosage Date** –allows a dosage interval to be set based upon the date of evaluation. The date of evaluation is the current date.
- **Dosage Exists** –states the dose exists.
- I**nterval Between Dosages** – sets an interval of time between two doses.
- **Other Vaccination Compliance** – Allows one series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
- **Student Age Time of Dose** – states an age interval for a given dose.
- **Student Age Today** – defines the age interval used in evaluation. The date of evaluation is the current date.
- **Student Grade Level** – defines the Grade condition a student must meet.
- **X Number of Dosages In Separate Month** - sets a message if more than the specified number of doses are entered in the same month for the same immunization

7. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
    - **Description** – text in this field overrides the system-generated description.
    - **Dosage #** – the specific dosage within a series of doses.
    - **Vaccination** – the specific vaccination.
    - **Condition** – This determines how to calculate the Interval.
        - o Equal
        - o Greater
        - o Greater than or Equal
        - o In (Include)
        - o Less
        - o Less than or Equal
    - **Amount** – the value used with the Qualifier and Condition.
    - **Age –** the specified age of a student used in calculations.
    - **Value –** the specific grade value used with the Student Grade Level condition.
    - Qualifier
        - o Day(s)
        - o Month(s)
        - o Year(s)
    - **Date –** The specified date a condition must meet.
    - **Message –** text entered display on the Student dosage status and the Vaccine status.

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- Compliance
    - o Compliant
    - o Exempt
    - o Not Compliant
    - o Not Required
    - o Up to Date

8. Click **Save**. The condition and the **True** and **False** nodes appear under the main node on the **Rule Tree**.

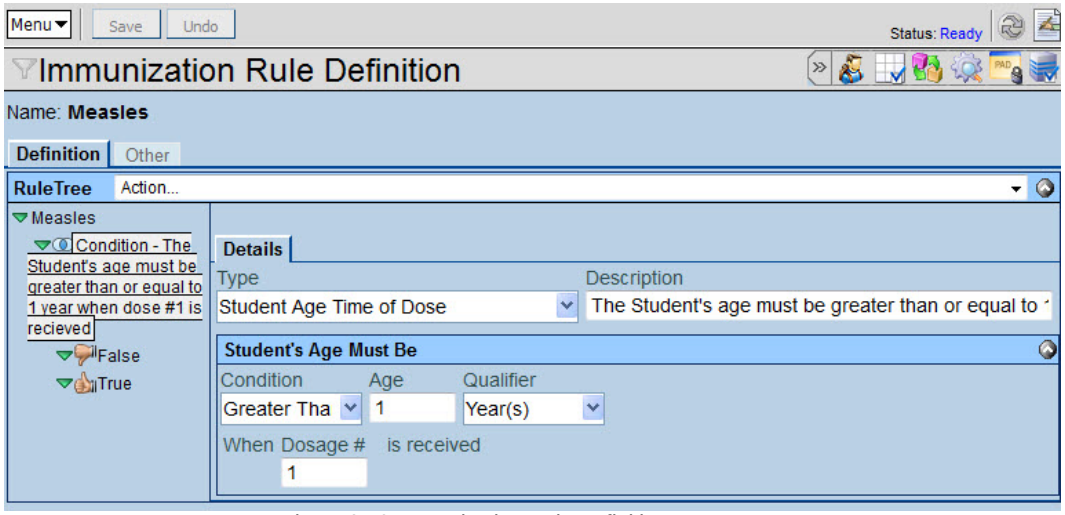

Figure 2.40 Immunization Rule Definition screen

9. Select the **False** node.

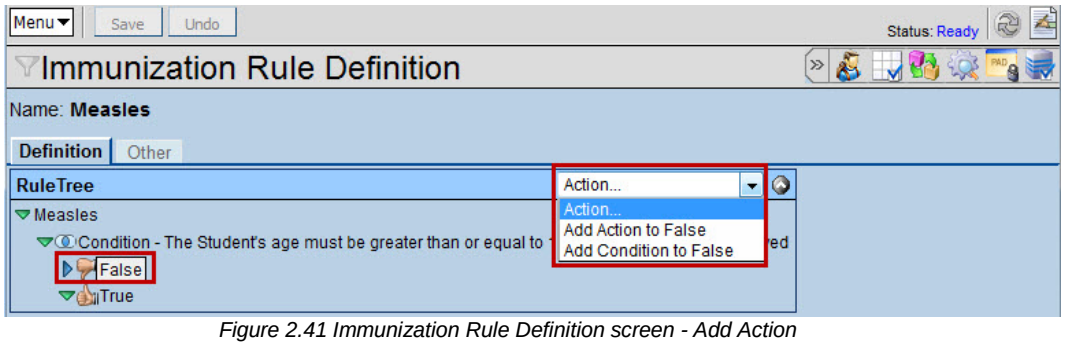

Figure 2.41 Immunization Rule Definition screen - Add Action

10. Select the **Add Condition to False** option from the **Action** menu. The **Vaccination Condition Definition** screen opens. Follow steps five through eight outlined above to add a condition.

    OR

    Select **Add Action to False**. The **Vaccination Action Definition** screen opens. Follow the steps below to add an action.

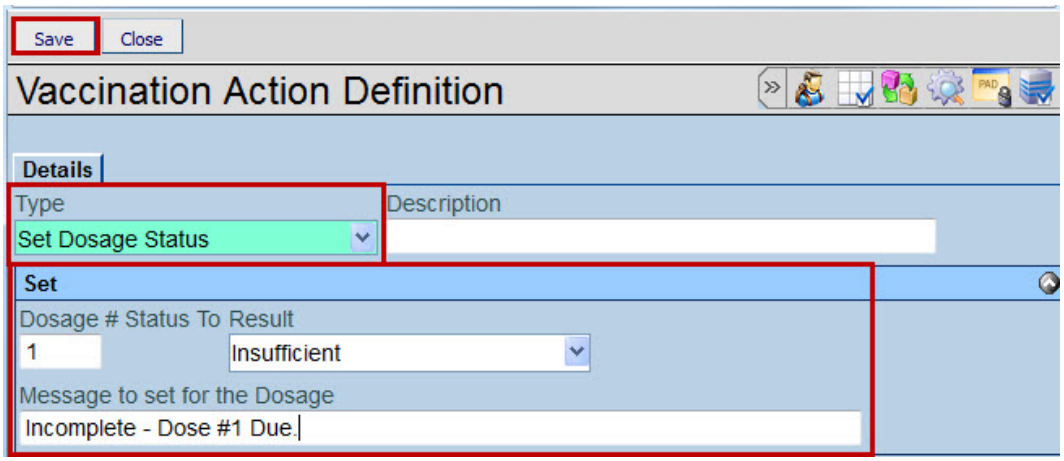

Figure 2.42 Vaccination Action Definition

11. Select the action type in the **Type** field. The Types available are:
    - **Set Dosage Due Date** – defines the interval between dosages. As an example dose #2 due 2 months after dose #1 is received.
    - **Set Dosage Status** – sets a specific dosage with a specific result and message. As an example dose #2 set to Not Compliant and the message set to Incomplete.
    - **Set Other Vaccination Compliance** – Sets the series of immunizations to force compliance for another. For example, if DTAP and TDAP are listed separately, this condition could be used to show the TDAP is compliant if DTAP is compliant and no dates are present for TDAP.
    - **Set Vaccination Compliance** – This will set a specific vaccination to a specific result and message.
12. Enter the condition details in the appropriate fields. (The fields displayed vary based on the condition type selected.)
    - **Description** – text in this field overrides the system-generated description.
    - **Dosage #** – the specific dosage within a series of doses.
    - **Vaccination** – the specific vaccination.
    - **Amount** – the value used with the Qualifier and Condition.
    - Qualifier
        - o Day(s)
        - o Month(s)
        - o Year(s)
    - Result
        - o Compliant
        - o Exempt
        - o Insufficient
        - o No Record
        - o Not Compliant

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o Not Required

o Up to Date

- **Message –** text entered display on the Student dosage status and the Vaccine status.

13. Click **Save**. The action appears under the **False** node.
14. Continue to add conditions and actions under the appropriate nodes as needed to complete the immunization compliance definition.

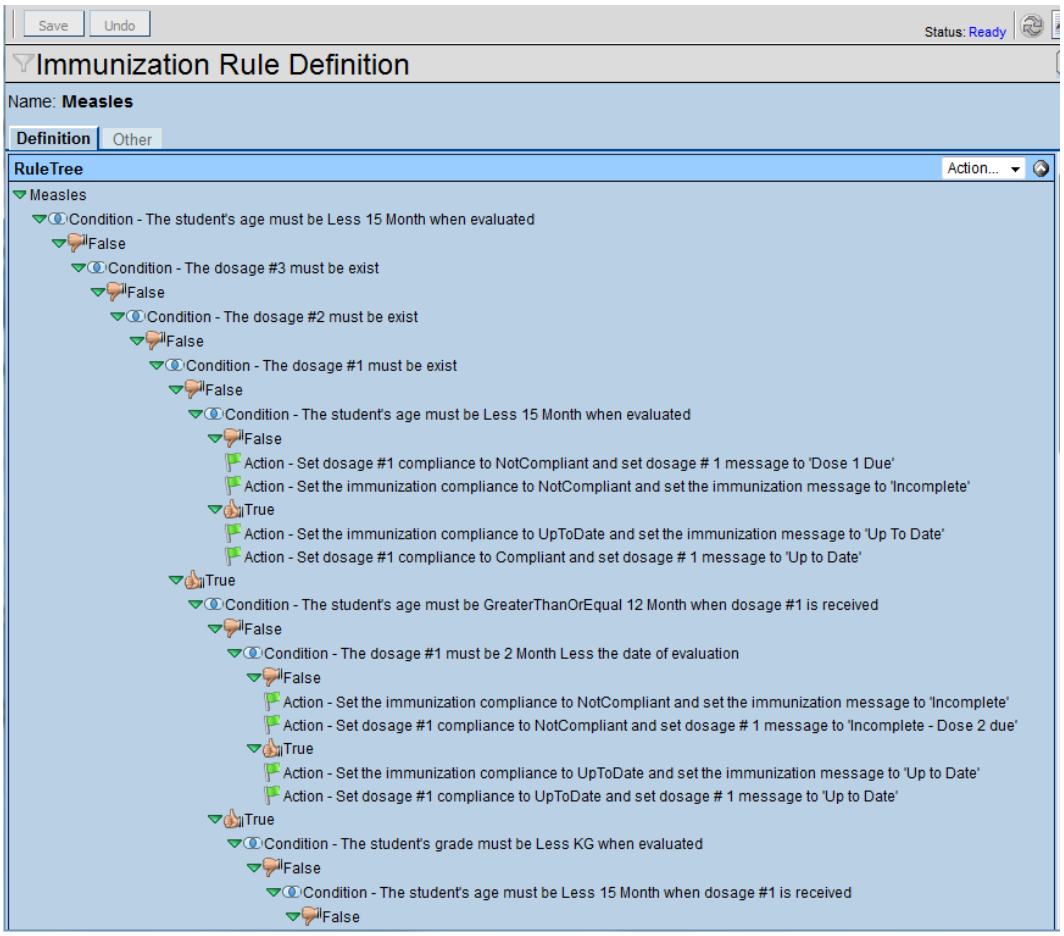

Figure 2.43 Immunization Rule Definition screen - defined immunization

Setting Up the Immunization State Codes

Each immunization has a state code associated with it for state reporting. Use the **Other** tab on the **Immunization Rule Definition** screen to enter the immunization state code.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

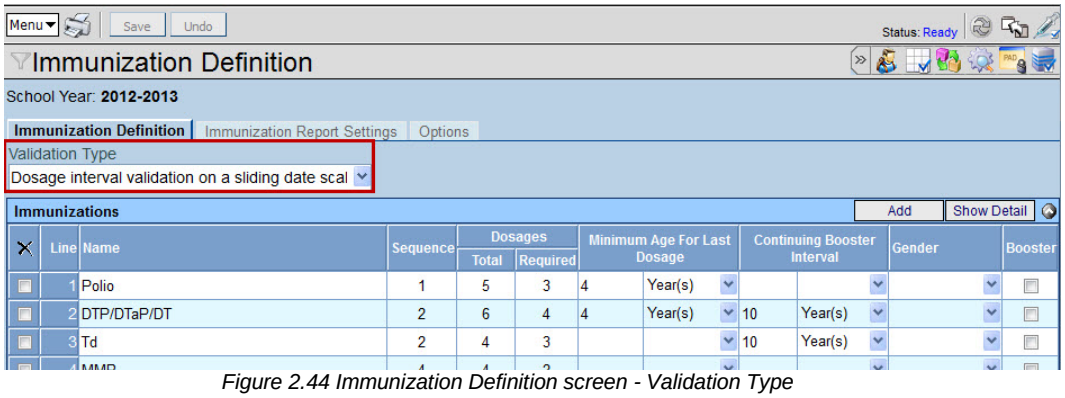

Figure 2.44 Immunization Definition screen - Validation Type

2. In the **Validation Type** field, select the **Custom validation rules** option.

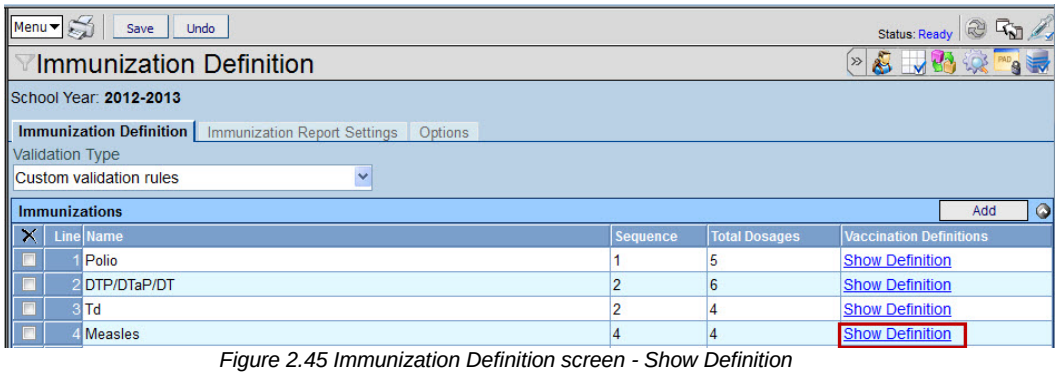

Figure 2.45 Immunization Definition screen - Show Definition

3. Select an immunization from the **Immunization** grid and click on the **Show Definition** link. The **Immunization Rule Definition** screen displays.
4. Select the **Other** tab on the **Immunization Rule Definition** screen.

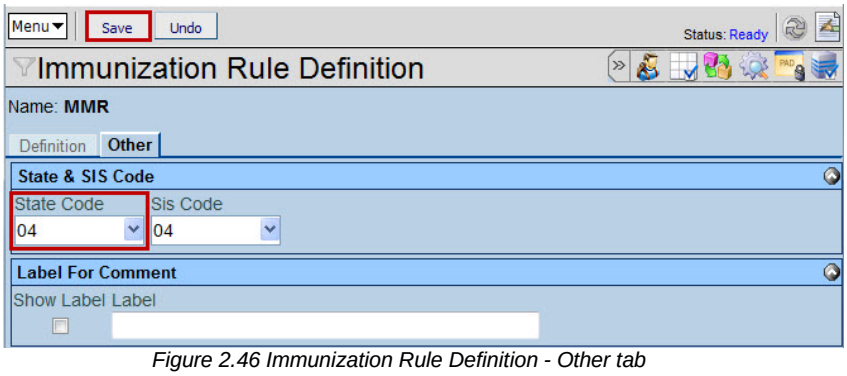

Figure 2.46 Immunization Rule Definition - Other tab

5. Select the **State Code** for the immunization.
6. Click **Save**.

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Defining Exclusion Days

An exclusion date is the day by which a student must be compliant in all their immunizations or have an exemption reason on file. The exclusion date is used to calculate data for the HLT215 – Exclusion Order Insufficient/Incomplete report and the HLT216 – Exclusion Order No Record report.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.
2. On the **Immunization Report Settings** tab, enter a value in the **Exclusion Days** (from mailing date) field.

NOTE: The **Exclusion Days** is set to the current date plus the number specified. The default value is 14. For example, if the current date is 1/10/2013 and the field is set to 14, the Exclusion Date is 1/24/2013. The **Exclusion Days** can be overridden by the **Exclusion Date** field on the HLT215 and HLT216 report interfaces.

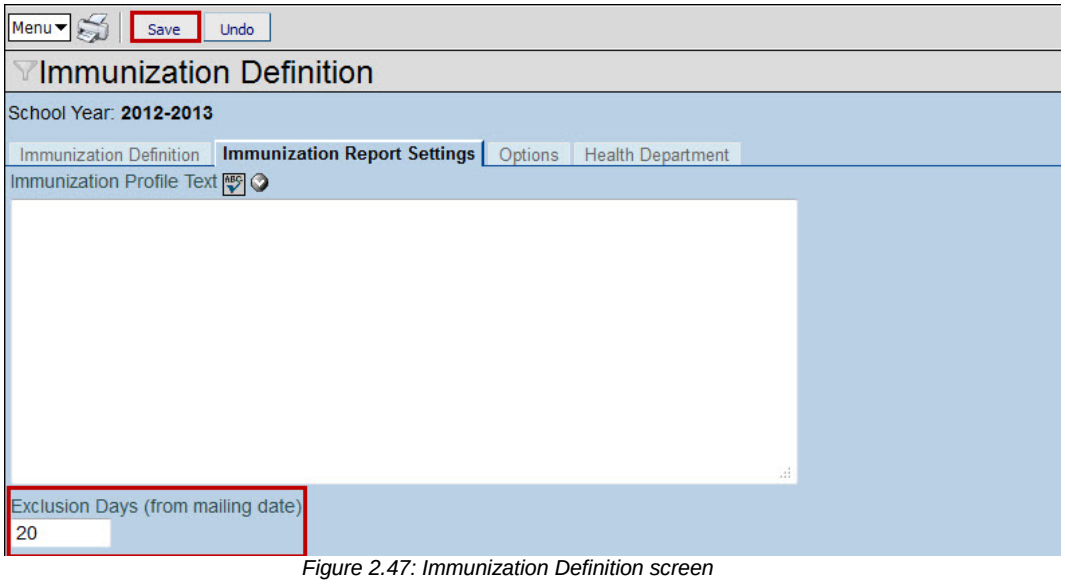

Figure 2.47: Immunization Definition screen

3. Click **Save**.

Defaulting Parent's Signature on File for Immunizations

The system can be set to indicate that a parent or guardian's signature is on file every time a new immunization record is created.

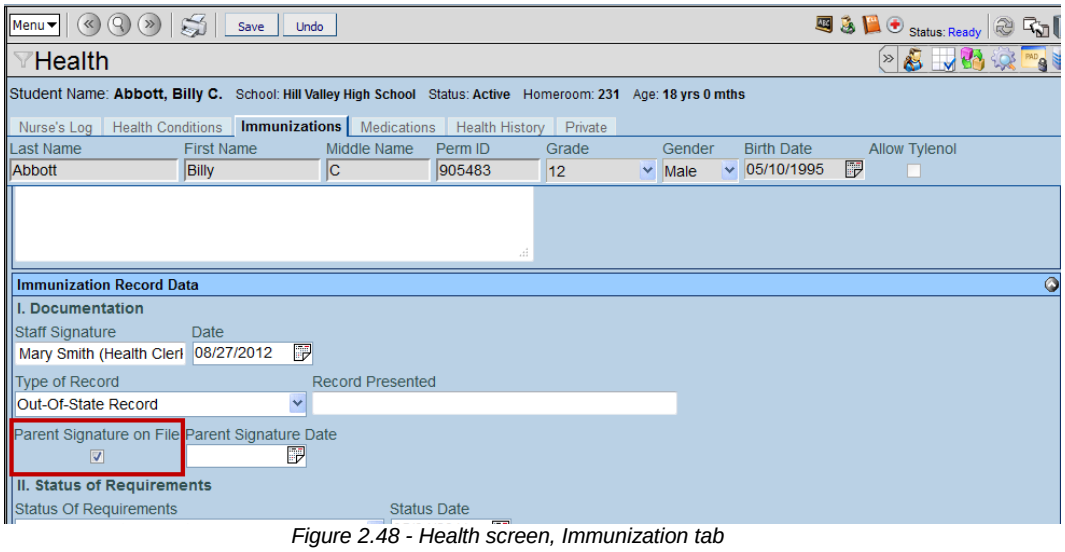

Figure 2.48 - Health screen, Immunization tab

NOTE: Any immunization data entered on the **Immunization** tab of the **Health** screen before this option was selected remains unaffected.

1. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

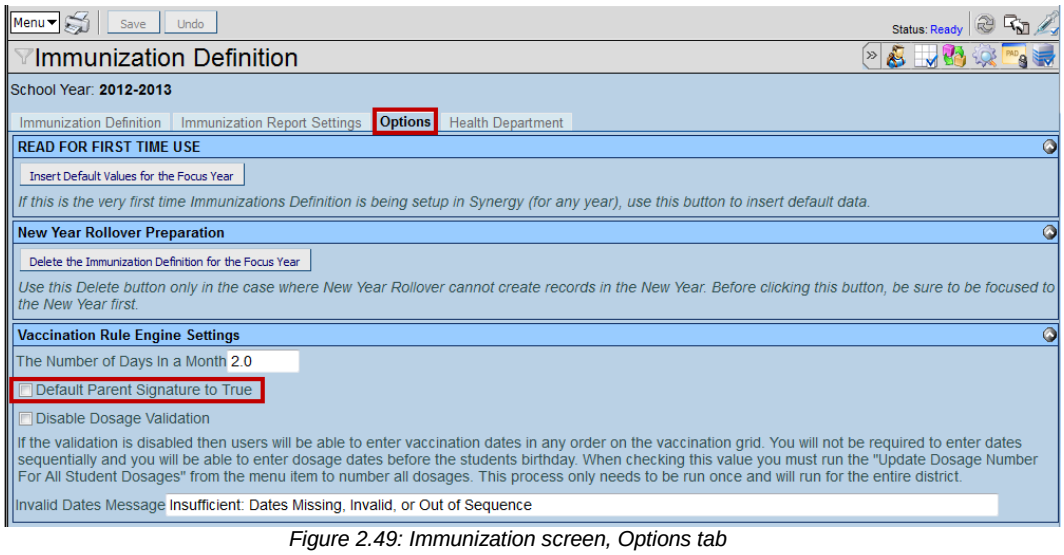

Figure 2.49: Immunization screen, Options tab

2. On the Options tab, select the Default Parent Signature to True checkbox.
3. Click **Save**.

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Customize Message for Insufficient Records

The message that displays when immunization records has invalid dates is customizable on the **Options** tab of the **Immunization Definition** screen. The message can be as general or specific as desired.

1. Navigate to **Synergy SIS > Health > Setup > Immunization Definition**.

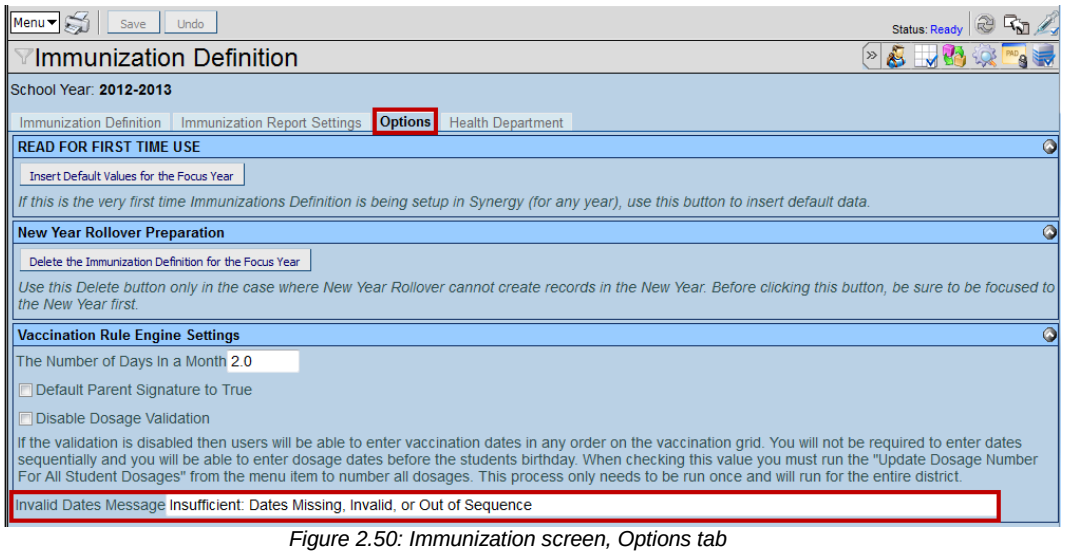

Figure 2.50: Immunization screen, Options tab

2. On the **Options** tab, enter the appropriate message in the **Invalid Dates Message** field.
3. Click **Save**.

Entering Health Department Information

The HLT215 – Exclusion Order Insufficient/Incomplete report and the HLT216 – Exclusion Order No Record report both create letters informing parents and guardians that students immunization records must be compliant by a specified date. These letters contain the local health authority's contact information and contain a local health authority representative or officer's signature.

Contact your local health authority for the correct information and signature, and enter it on the **Health Department** tab of the **Immunization Definition** screen.

4. Navigate to Synergy SIS > Health > Setup > Immunization Definition.

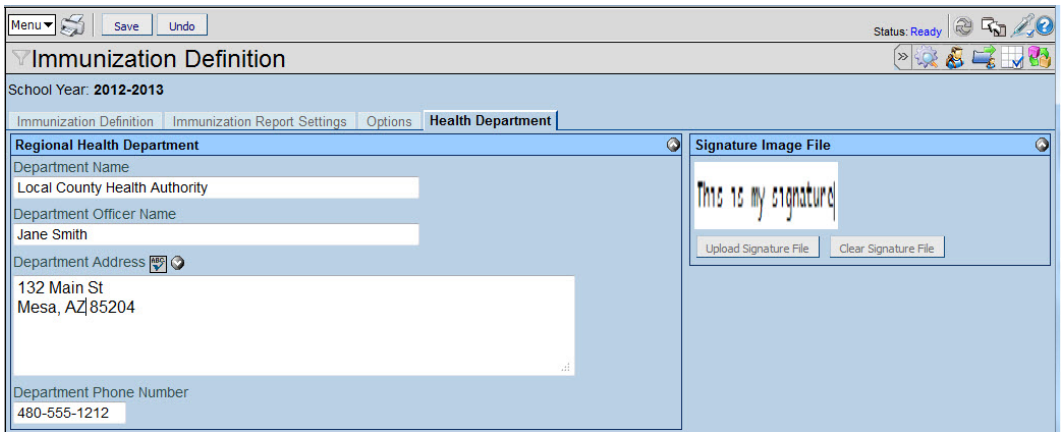

Figure 2.51: Immunization screen - Regional Health Department group box

5. On the **Health Department** tab, enter the required information in the **Regional Health Department** group box.
    - Department Name
    - Department Officer Name
    - Department Address
    - Department Phone Number
6. In the **Signature Image File** group box, upload a file containing the (authorized) signature of the Regional Health Department Officer.
7. Click **Save**.

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OREGON EXTRACT REQUIRED SETUP

There is setup of some features that are required to support the Oregon data extracts.

Creating Filter Group Definitions

Filter groups are groups of organizations and/or individual students that will be included in an extract or report.

1. Navigate to Synergy SIS > OR > Setup > Filter Group Definition.

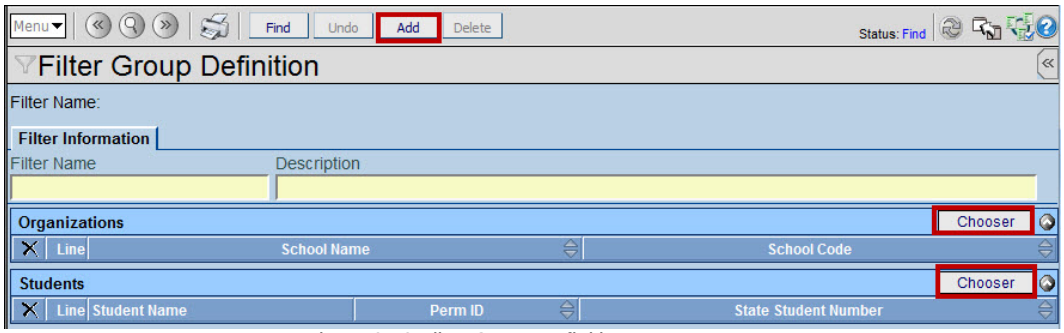

Figure 2.52 Filter Group Definition screen

2. Click **Add**. The **Add Filter Group Definition** screen displays.
3. Enter a **Filter Name** and **Description**.
4. Click **Save**.
5. Click the **Chooser** button on the **Organization** grid to add a whole organization to the filter. The **Chooser** screen displays.

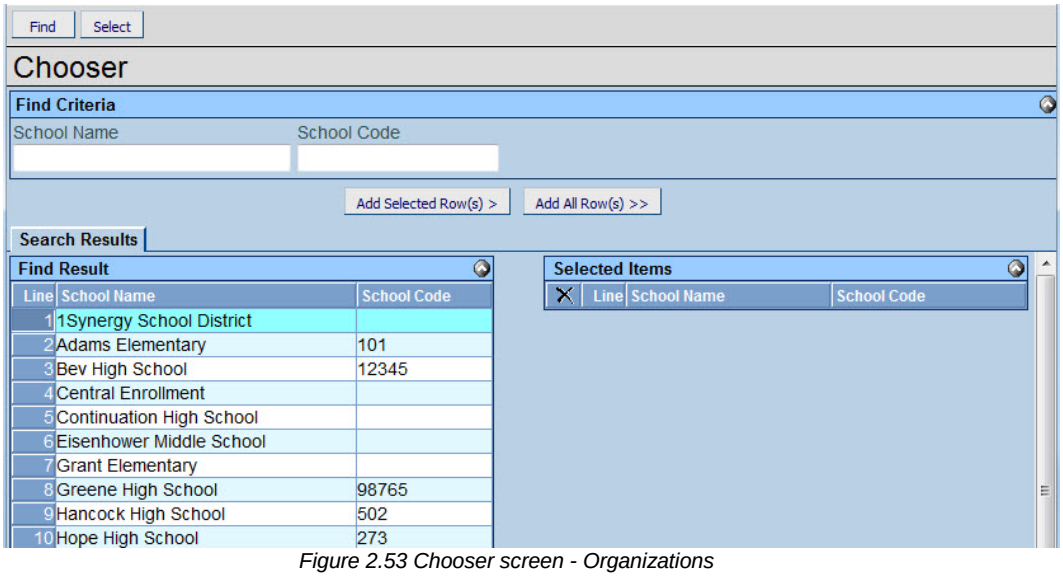

Figure 2.53 Chooser screen - Organizations

6. Enter **Find Criteria** or leave the fields blank to display all available options.
7. Click **Find**.

8. Select schools from the results list.
9. Click the **Select** button. You return to the **Filter Group Definition** screen.
10. Click the **Chooser** button on the student grid to add specific students to the filter. The **Chooser** screen displays.

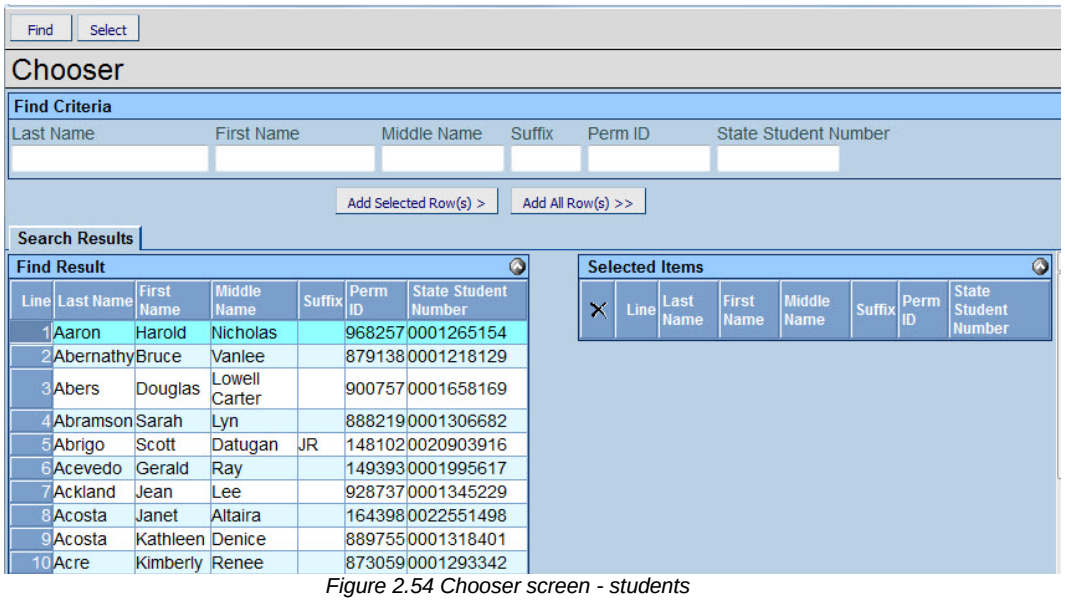

Figure 2.54 Chooser screen - students

11. Enter **Find Criteria** or leave the fields blank to display all available options.
12. Click **Find**.
13. Select students from the results list.
14. Click the **Select** button. You return to the **Filter Group Definition** screen.

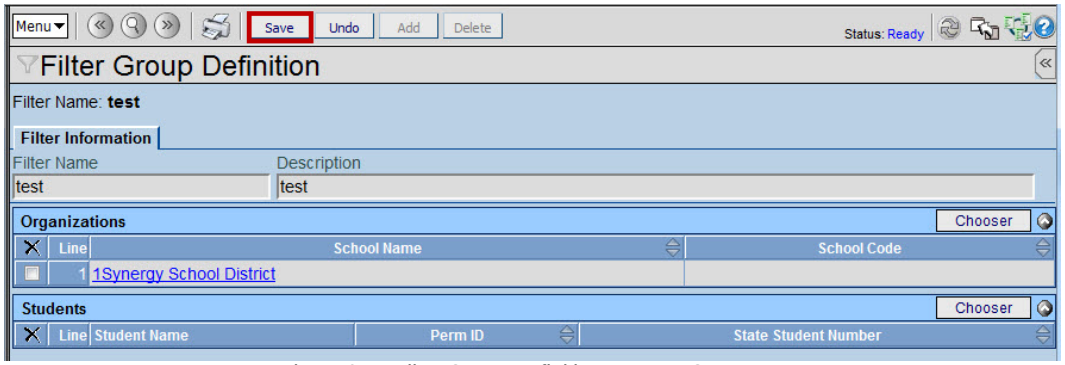

Figure 2.55 Filter Group Definition screen - Save

15. Click **Save**.

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Defining State Requirements

1. Navigate to Synergy SIS > OR > Setup > State Requirements.OR.

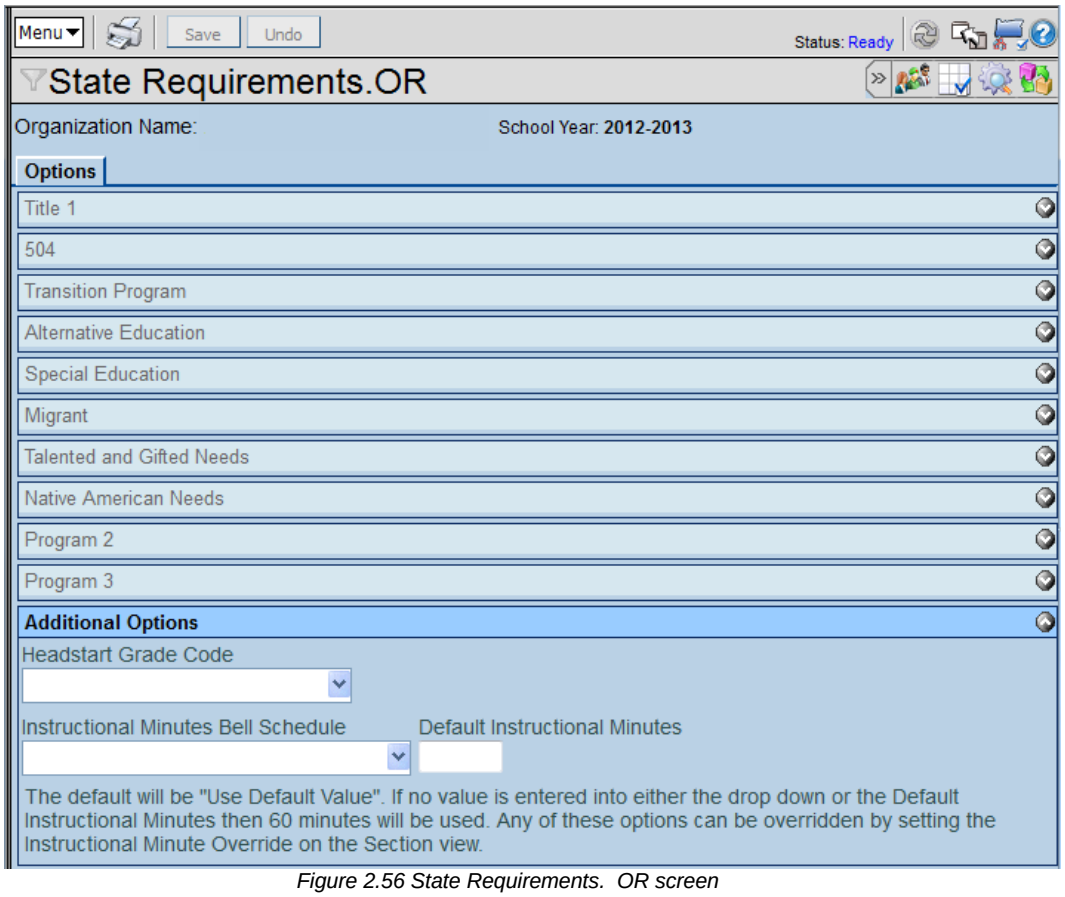

Figure 2.56 State Requirements. OR screen

2. Define the programs your school uses.

Title 1

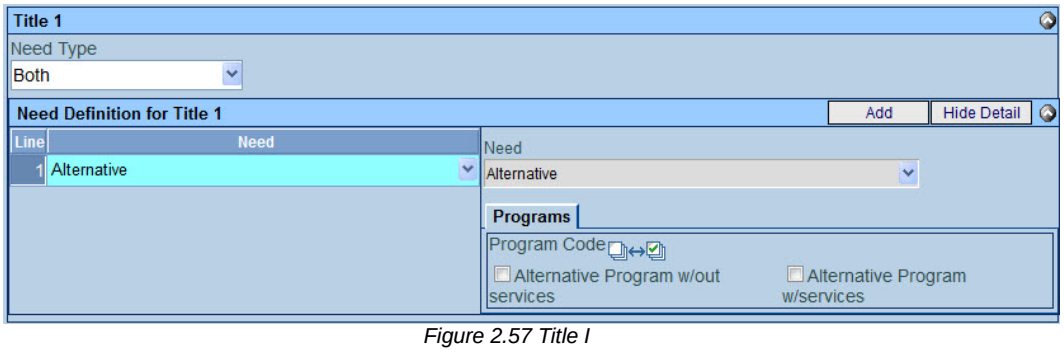

Figure 2.57 Title I

1. In the Title 1 group box, select a **Need Type** in for Title 1 field.
    - **Enrollment** – uses data from the Students Enrollment record.
    - **Student Needs** – uses data from Student Needs screen.

NOTE: This option requires that all needs associated with Title 1 be defined on the **Student Needs** screen.

- **Both** - uses both Student Enrollment and Student Needs data.

2. Click **Add** to associate a Need Definition to the Title 1 program.
3. Select a **Need**.
4. Click **Save**.
5. Click **Show Detai**l and select the **Program Code** on the **Programs** tab.
6. Click **Save**.

504

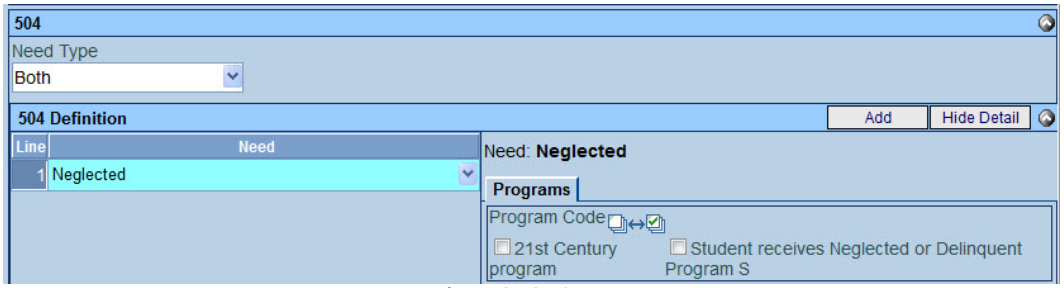

Figure 2.58 504

1. In the **504** group box, select the **Need Type** used for 504 field.
   - **Enrollment** – uses data from the Students Enrollment record.
   - **Student Needs** – uses data from Student Needs screen.

NOTE: This option requires that all needs associated with 504 be defined on the **Student Needs** screen.

   - **Both** - uses both Student Enrollment and Student Needs data.
2. Click **Add** to associate a 504 Definition to the 504 program.
3. Select a **Need**.
4. Click **Save**.
5. Click **Show Detai**l and select the **Program Code** on the **Programs** tab.
6. Click **Save**.

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Transition Program

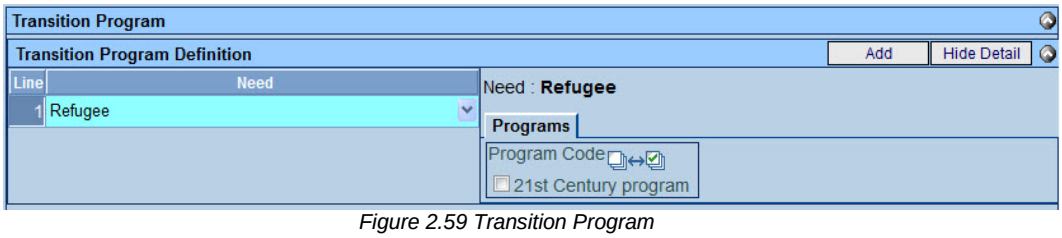

Figure 2.59 Transition Program

1. In the **Transition Program Definition** group box, click **Add** to define a Transition program.
2. Select a **Need**.
3. Click **Save**.
4. Click **Show Detail** and select the **Program Code** on the **Programs** tab.
5. Click **Save**.

Alternative Education

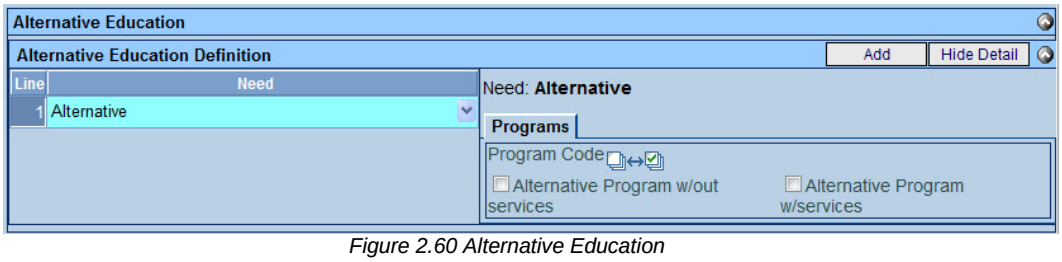

Figure 2.60 Alternative Education

1. In the **Alternative Education Program** group box, click **Add** to define an Alternative Education program.
2. Select a **Need**.
3. Click **Save**.
4. Click **Show Detail** and select the **Program Code** on the **Programs** tab.
5. Click **Save**.

Special Education

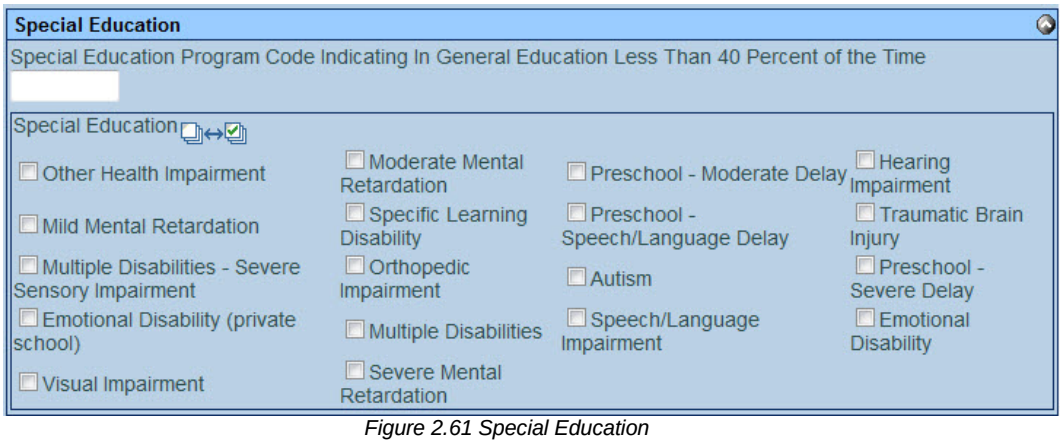

Figure 2.61 Special Education

1. In the **Special Education Program** group box, enter a Special Education Program Code Indicating In General Education Less Than 40 Percent of the Time. This code is determined by the district.
2. Select **Special Education** program codes.
3. Click **Save**.

Migrant

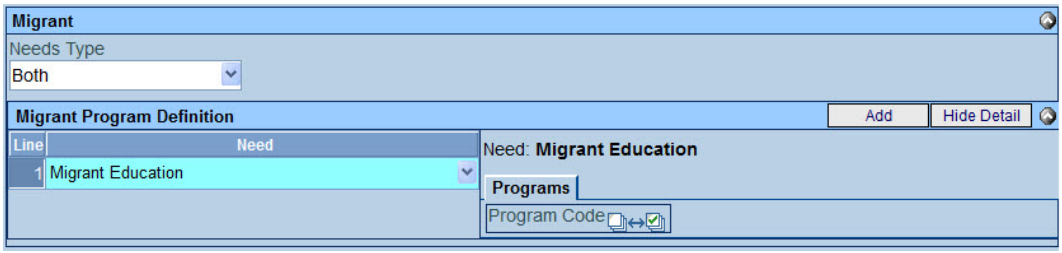

Figure 2.62 Migrant

1. In the **Migrant** group box, select the **Need Type** for Migrant students.
   - **Enrollment** – uses data from the Students Enrollment record.
   - **Student Needs** – uses data from Student Needs screen.

     NOTE: This option requires that all needs associated with Migrant students be defined on the **Student Needs** screen.

   - **Both** - uses both Student Enrollment and Student Needs data.
2. Click **Add** to associate a Migrant Program Definition to the Migrant program.
3. Select a **Need**.
4. Click **Save**.
5. Click **Show Detail** and select the **Program Code** on the **Programs** tab.
6. Click **Save**.

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Talented and Gifted (TAG) Needs

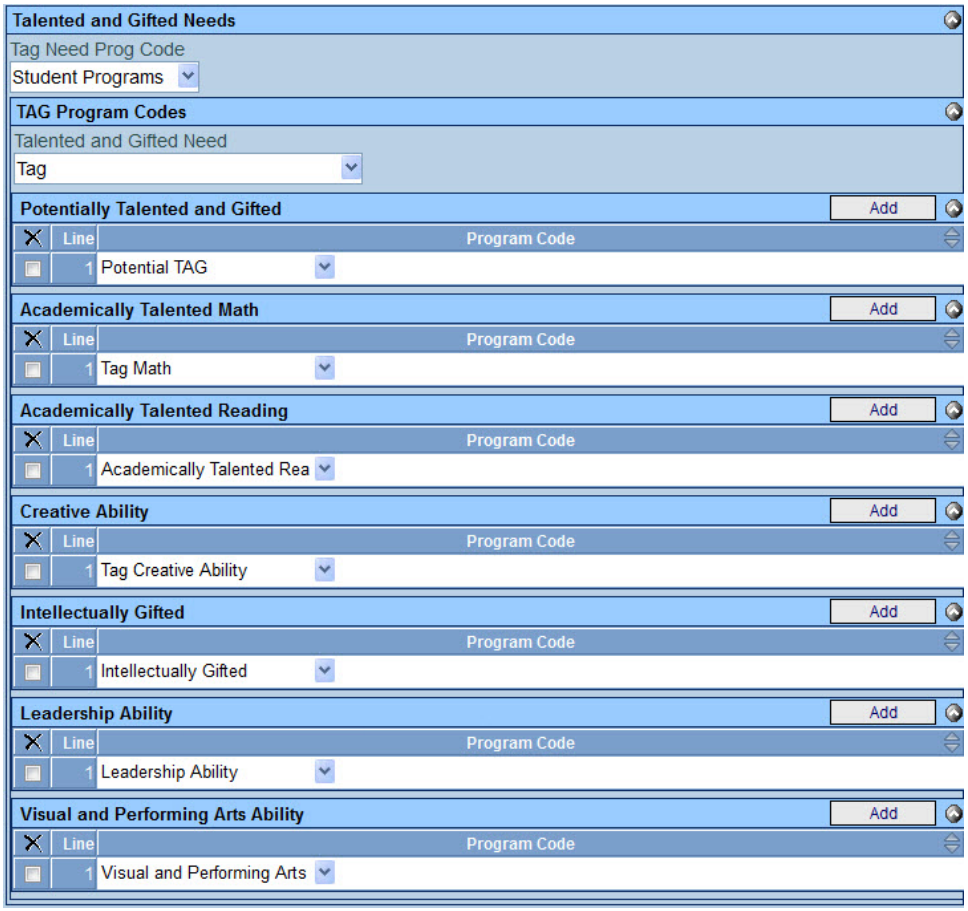

Figure 2.63 Talented and Gifted (TAG)

1. In the **Talented and Gifted Needs** group box, select the **Tag Need Prog Code** for students.
    - **Student Needs** – uses data from Student Needs screen.

      NOTE: This option requires that all needs associated with Talented and Gifted (TAG) students be defined on the **Student Needs** screen.

    - **Student Programs** - uses data from the Student Programs screen.

      NOTE: This option requires that all needs associated with Talented and Gifted (TAG) students be defined on the **Student Programs** screen.

2. On each of the specific talented and gifted types, click **Add** to associate a program code to it.
3. Select a **Program Code**.
4. Click **Save**.

Native American Needs

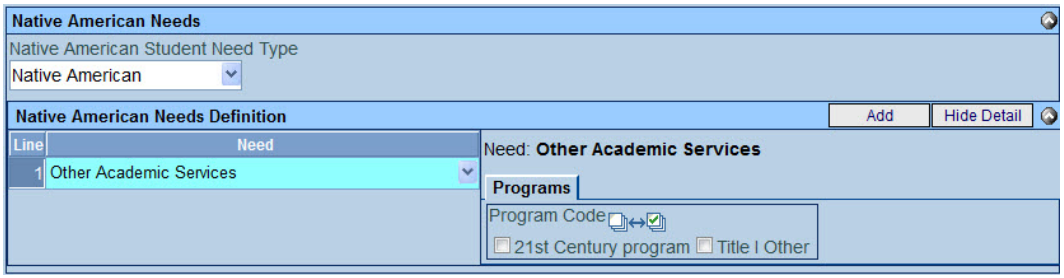

Figure 2.64 Native American Needs

1. In the **Native American Need** group box, select the **Need Type**.
    - **Native American** – uses data from the Native American student record.
    - **Student Needs** – uses data from Student Needs screen.

> **NOTE:** This option requires that all needs associated with Native American Education be defined on the **Student Needs** screen.

    - **Both** - uses both Native American and Student Needs data.
2. Click **Add** to associate a Native American Needs Definition to the program.
3. Select a **Need**.
4. Click **Save**.
5. Click **Show Detail** and select the **Program Code** on the **Programs** tab.
6. Click **Save**.

Program 2

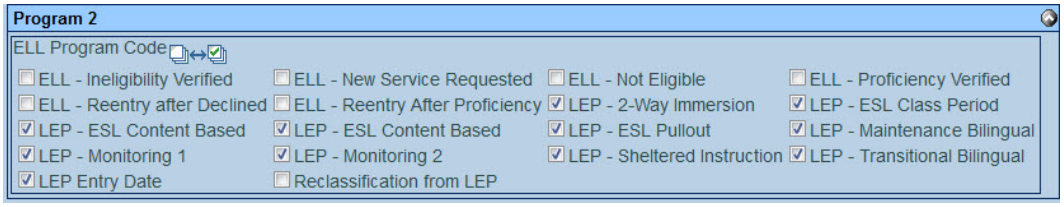

Figure 2.65 Program 2

1. In the **Program 2** group box, select ELL Program codes.
2. Click **Save**.

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Program 3

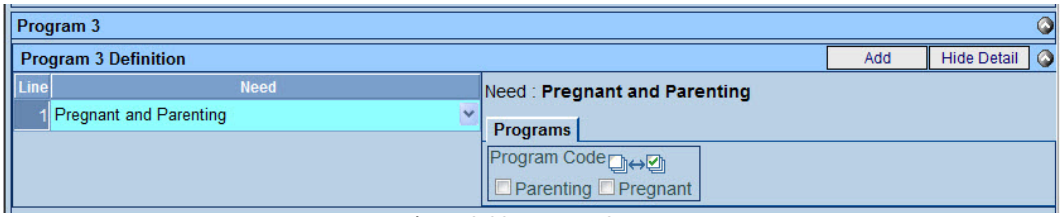

Figure 2.66 Program 3

1. In the **Program 3** group box, click **Add** to associate a Student Need/Service Type to the program.
2. Select a **Need**.
3. Click **Save**.
4. Click **Show Detail** and select the **Program Code** on the **Programs** tab.
5. Click **Save**.

Additional Options

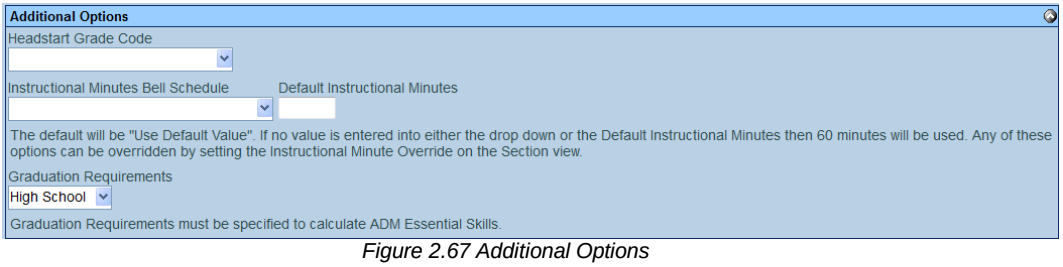

Figure 2.67 Additional Options

Set Headstart Grade

1. In the **Headstart Grade Code** field, select the Grade Level used for Headstart.
2. Click **Save**.

Set Instructional Minutes/Schedule for IUID extract

1. Select the **Instructional Minutes Bell Schedule**. The drop-down list includes all defined bell schedules, and one option to use default minutes.

> **NOTE**: If a bell schedule is selected, it is the only schedule used for the Instructional Unit Identifier (IUID) extract . Please insure that all the minutes are correctly defined for all periods in the selected bell schedule.

2. Enter the **Default Instructional Minutes**. This is the default instructional minutes for all sections/periods.

> **NOTE**: If no value or “User Default Minutes” is selected in the **Instructional Minutes Bell Schedule** field or in the **Default Instructional Minutes** field, then it defaults to 60 minutes. This value is overridden by the value entered in the **Instructional Minute Override** field on the **Section** screen.

3. Click **Save**.

Set Graduation Requirements for ADM

1. In the **Graduation Requirements** field, select the Graduation Requirements group that contains the defined essential skills for the ADM extract. See Setting Essential Skills for Graduation.
2. Click **Save**.

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SCHOOL SETUP

In order to report their date correctly to the state, individual schools must define three things on the **School Setup** screen; their school term begin and end dates, if they should be excluded from reporting, and any school wide programs in which they participate.

Defining the School Year Terms

1. Navigate to Synergy SIS > System > Setup > School Setup.

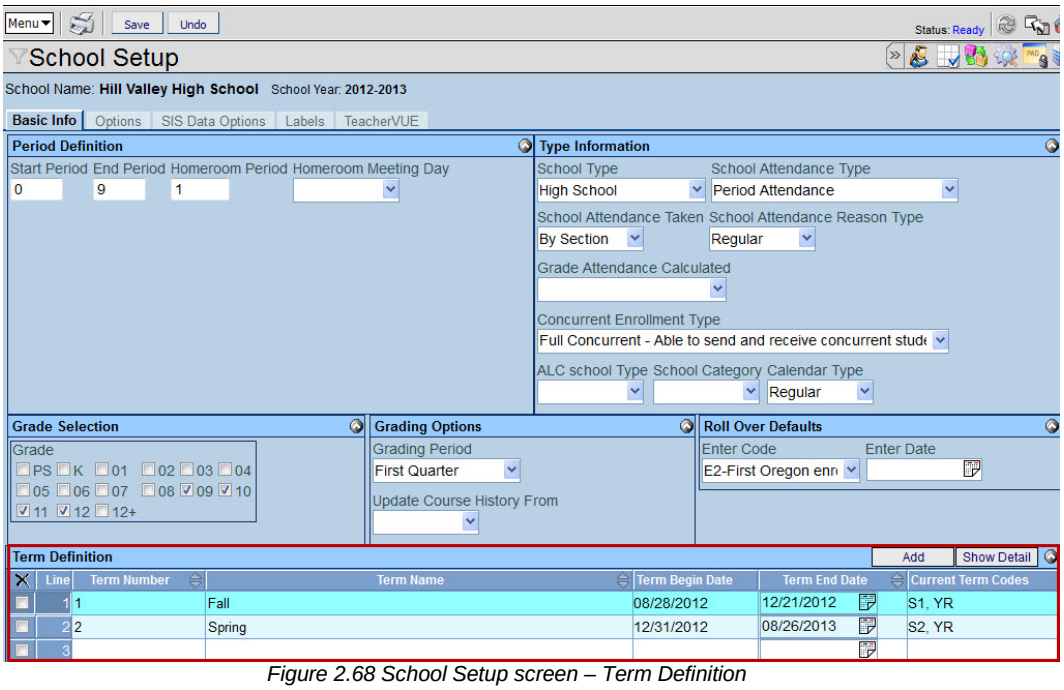

Figure 2.68 School Setup screen – Term Definition

2. In the **Term Definition** group box, click **Add** define a new school term. A new row is added to the bottom of the grid.
3. Enter the Term Number, Term Name, Term Begin Date, and Term End Date.
4. Click **Save**.

Excluding from State Reporting

School sites that are not eligible for state funding, requires that the school be excluded from Oregon processing by selecting the **Exclude from State Reporting**.

1. Navigate to Synergy SIS > System > Setup > School Setup.

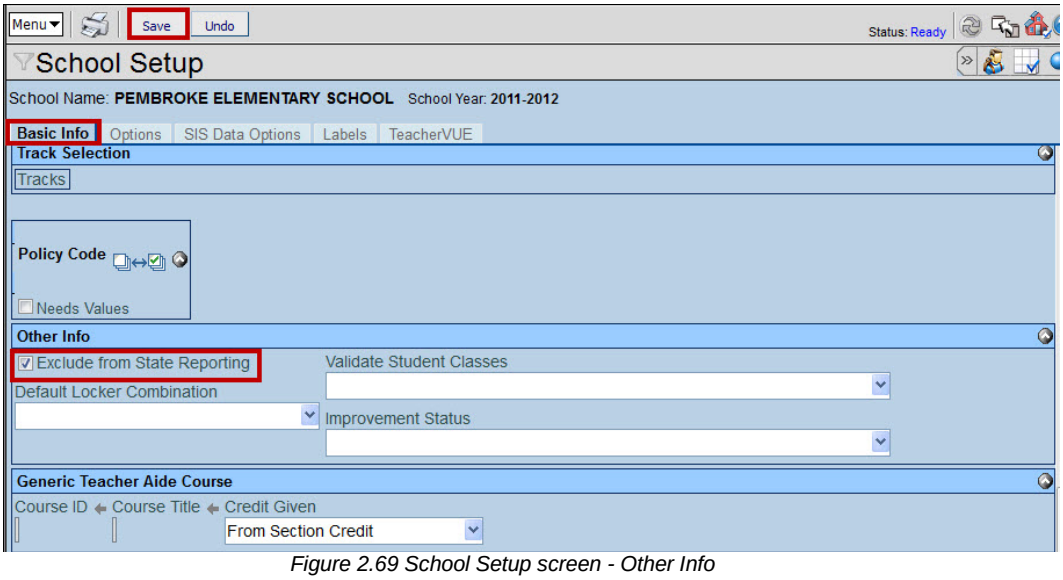

Figure 2.69 School Setup screen - Other Info

2. In the **Other Info** group box, select the **Exclude from State Reporting** check box.
3. Click **Save**.

Note: By using this selection, the school is excluded from state reporting, but will show in the list to be selected from the extract screen but data will not be generated for the school.

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Setting up School Wide Programs

Programs administered to an entire school are configurable from the **School Setup** screen.

1. Navigate to Synergy SIS > System > Setup > School Setup.

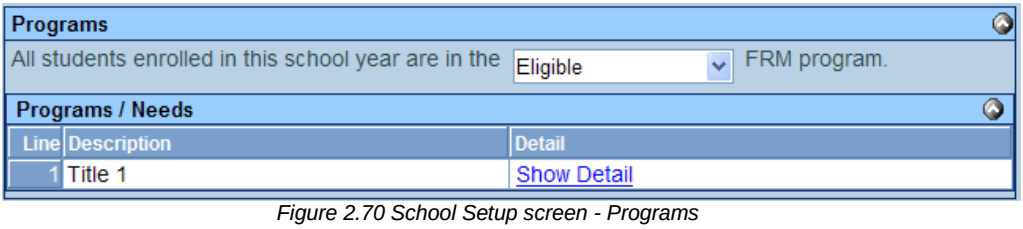

Figure 2.70 School Setup screen - Programs

2. In the **Programs** group box, select the FRM or NSLP program code to assign to all students in the school.
3. In the **Programs/Needs** group box, select **Show Detail** link next to any listed program and choose each grade that is eligible to participate in the program.

NOTE: Programs / Needs grid area of the programs group box is controlled by the **Needs/Program Definition** screen. Only those needs that contain a check in **School Based** field display on this grid.

Chapter Three:
GENERAL DATA ENTRY

In this chapter, the following topics are covered:

- Student Screen Data Entry
- Native American Screen Data Entry
- Staff Screen Data Entry
- District Course Screen Data Entry
- Section Screen Data Entry
- Health Screen Data Entry

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STUDENT SCREEN DATA ENTRY

Use the **Student** screen to collect student information required for Oregon state reporting. Complete the following fields on the **Student** screen.

Entering Data on the Demographics tab

1. Navigate to Synergy SIS > Student> Student.
2. On the **Demographic** tab, search for a student and modify the fields as needed.

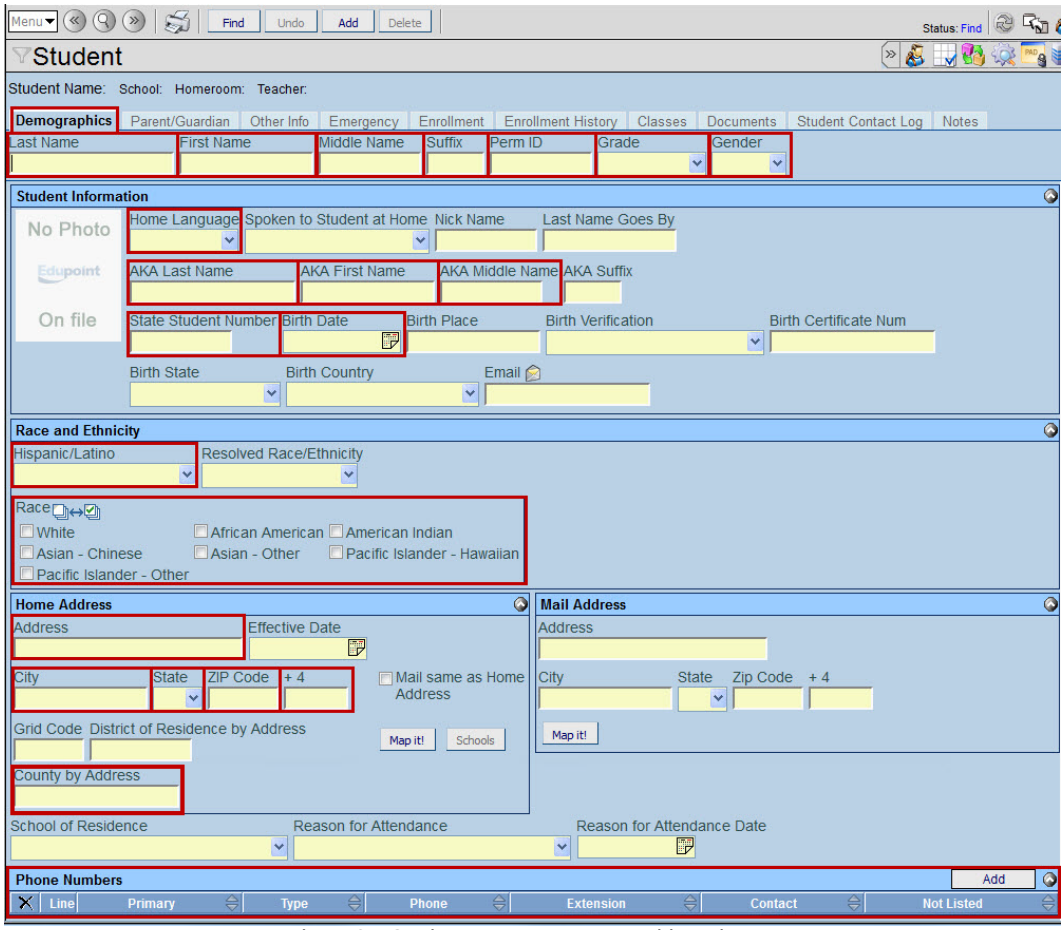

Figure 3.1 Student screen – Demographics tab

Field	*Note*
First Name	Student Legal First Name
Middle Name	Student Legal Middle Name
Last Name	Student Legal Last Name
Suffix	Student Generation Code
Perm ID	District / Local Student Identifier
Grade	Enrolled Grade Code
Gender	Student Gender Code
Home Language	Language Of Origin Code
AKA Last Name	Preferred Last Name
AKA First Name	Preferred First Name
AKA Middle Name	Preferred Middle Name
State Student Number	Secure Student Identifier (SSID)
Birth Date	Student Birth Date
Hispanic / Latino	A flag to identify if the student is Hispanic/Latino
Race	A code for one or more races the student identifies with
Home Address	The house number and street or post office box of the CTE Completer.
Home City	City of Student
Home State	State of Student
Home Zip Code	The Zip Code of the student's residence
+ 4	Zip Plus 4 Code
County by Address	County of Residence – This may be a drop-down field depending on options selected on the District Setup screen. See Using Lookup Tables for County and State Course Code.
Phone Numbers	Primary Phone Number

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Entering Data on the Other Information Tab

From the **Other Info** tab, modify the fields as needed.

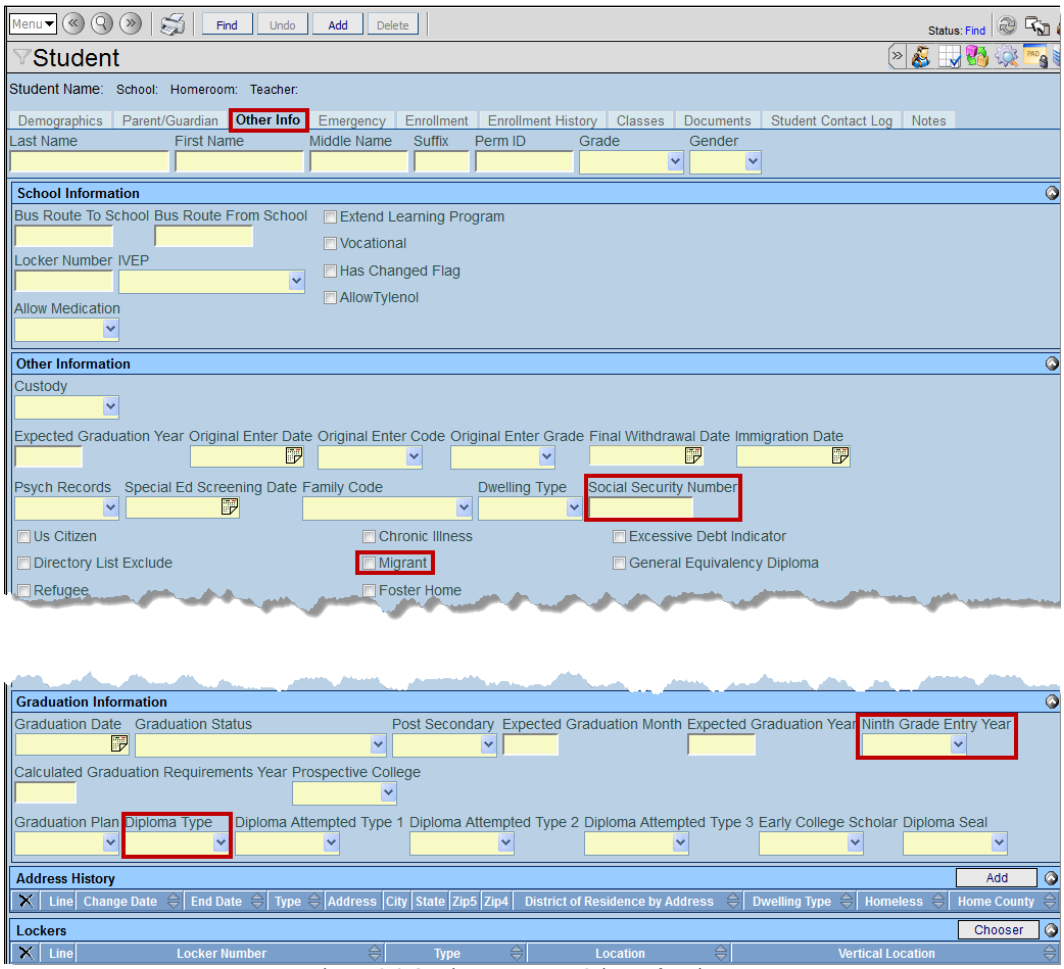

Figure 3.2 Student screen – Other Info tab

Field	***Note***
Social Security Number	Only the last four digits of the student's social security number are reported.
Migrant	This flag indicates that the student participates in in a program designed to ensure that migratory children receive the opportunity to meet the state academic content and student academic achievement standards.
Ninth Grade Entry Year	The school year that the student entered high school.
Diploma Type	A code indicating the type of diploma issued by the district.

Entering Data on the Enrollment Tab

On the **Enrollment** tab, modify the fields as needed.

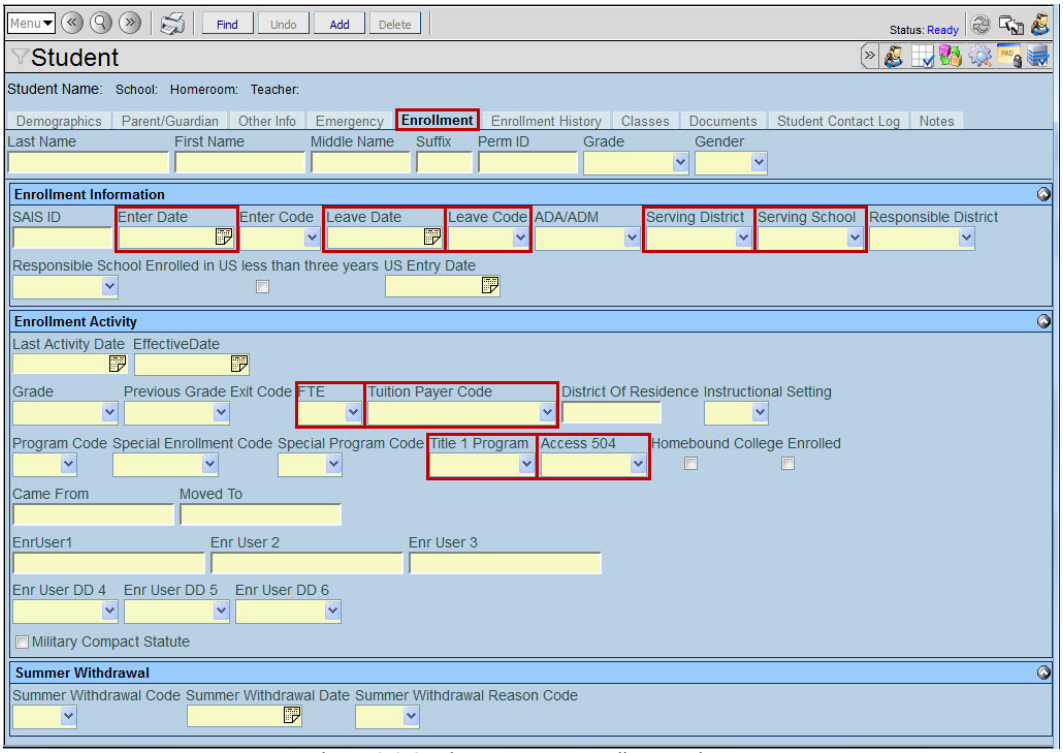

Figure 3.3 Student screen - Enrollment tab

Field	***Note***
Enter Date	The date the student began attending a school or program within the district.
Leave Date	The day after the last date the student was enrolled in a school or program within the district.
Leave Code	A code describing the student's enrollment status on the leave date.
Serving District	The District where the student is receiving instruction and where state assessments are administered.
Serving School	The School where the student is receiving instruction and where state assessments are administered.
FTE	Full Time Equivalency (FTE) level for the student.
Tuition Payer Code	A code indicating the tuition type the student is enrolled under.
Title 1 Program	A flag that indicates this student is being served by a Title 1 Targeted Assisted School (TAS).
Access 504	A flag that indicates this student is eligible for Section 504 services.

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NATIVE AMERICAN SCREEN DATA ENTRY

Use the **Native American** screen to collect information about Native American students required for Oregon state reporting. Complete the following fields on the **Native American** screen.

Entering Data on the Native American Information tab

1. Navigate to **Synergy SIS > Student> Native American**.
2. From the **Native American Information** tab search for a student and modify the fields as needed.

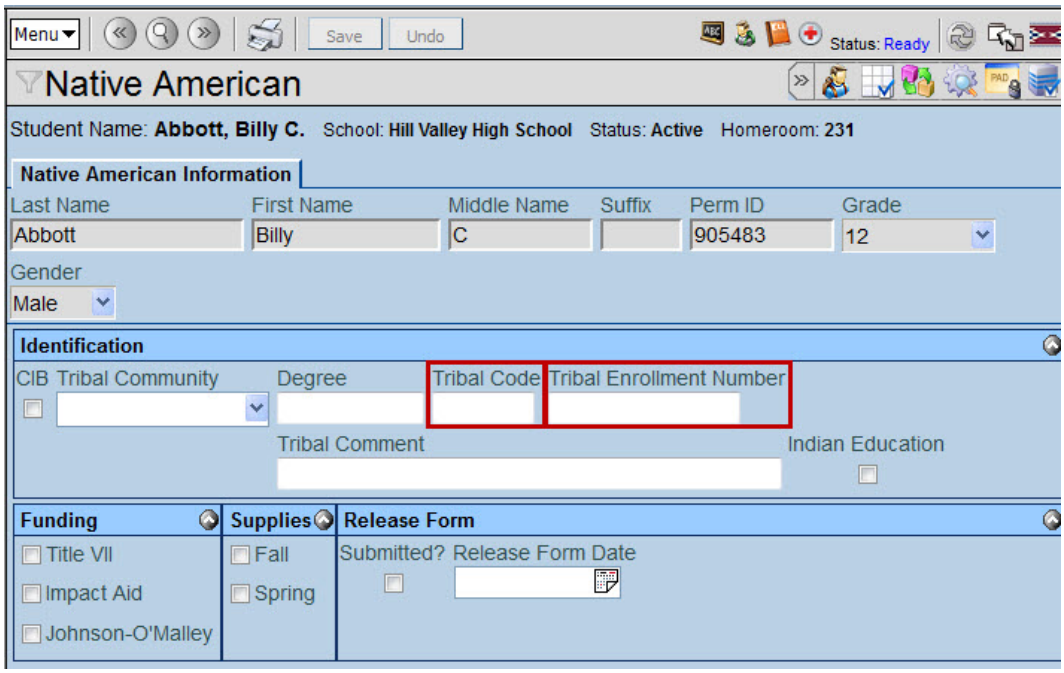

Figure 3.4 Native American screen

Field	*Note*
Tribal Code	Indicates a student having membership in any Federally recognized tribe.
Tribal Enrollment Number	Identifier indicating the student's Native American tribal membership.

STAFF SCREEN DATA ENTRY

Use the **Staff** screen to collect staff information required for Oregon state reporting. Complete the following fields on the **Staff** screen.

Entering Data on the General Tab

1. Navigate to the Synergy SIS > Staff > Staff.
2. On **General** tab, search for a staff member and modify the fields as needed.

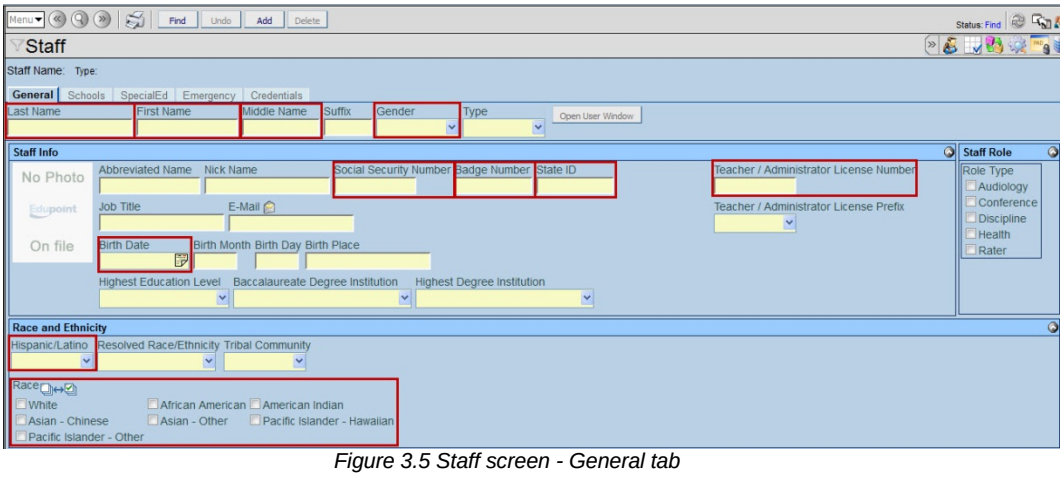

Figure 3.5 Staff screen - General tab

Field	***Note***
Last Name	Last name of staff member
First Name	First name of staff member
Middle Name	Middle name of staff member
Gender	Gender of staff member
Social Security Number	The system only reports the last four digits of the staff members' Social Security Number.
Badge Number	An identifier assigned by the employer used to identify the staff member.
State ID	ODE Unique Staff Identifier
Teacher/Administrator License Number	TSPS (Teacher Standards and Practices Commission) assigned identifier
Birth Date	The month, day, and year on which the staff member was born.
Hispanic/Latino	A flag to identify if the staff member is Hispanic/Latino
Race	A code for one or more races the staff member identifies with

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DISTRICT COURSE SCREEN DATA ENTRY

Use the **District Course** screen to collect course information required for Oregon state reporting. Complete the following fields on the **District Course** screen.

Entering Data on the Course Tab

1. Navigate to the Synergy SIS > Course > District Course.
2. On **Course** tab, search for a course and modify the fields as needed.

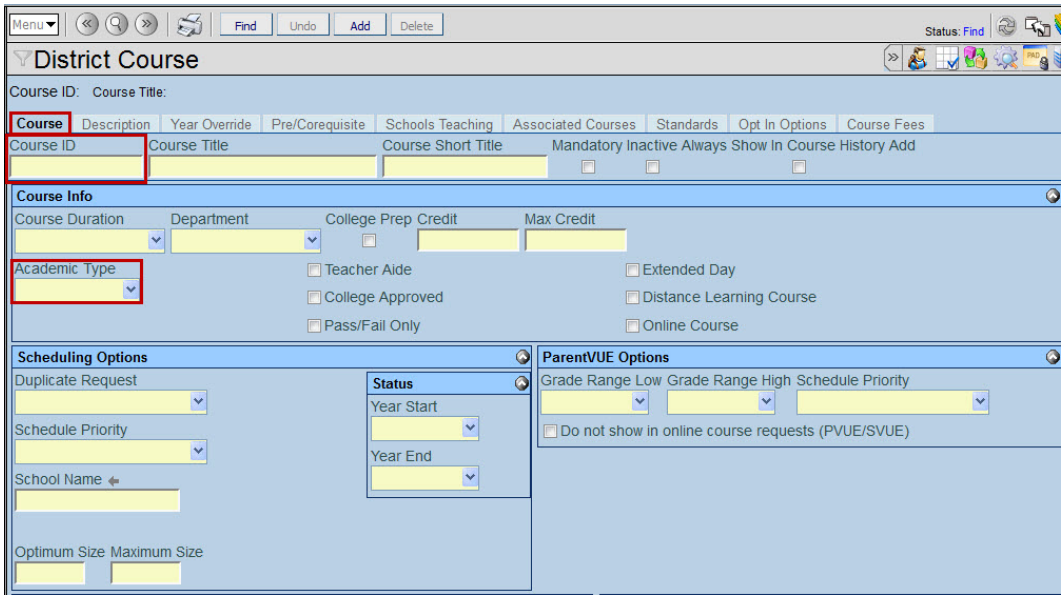

Figure 3.6 District Course screen – Course tab

Field	***Note***
Course ID	Local identifier, assigned by the district, used to identify the course.
Academic Type	A Code describing the organizational structure of the classroom.

Entering Data on the Description Tab

On **Description** tab, modify the fields as needed.

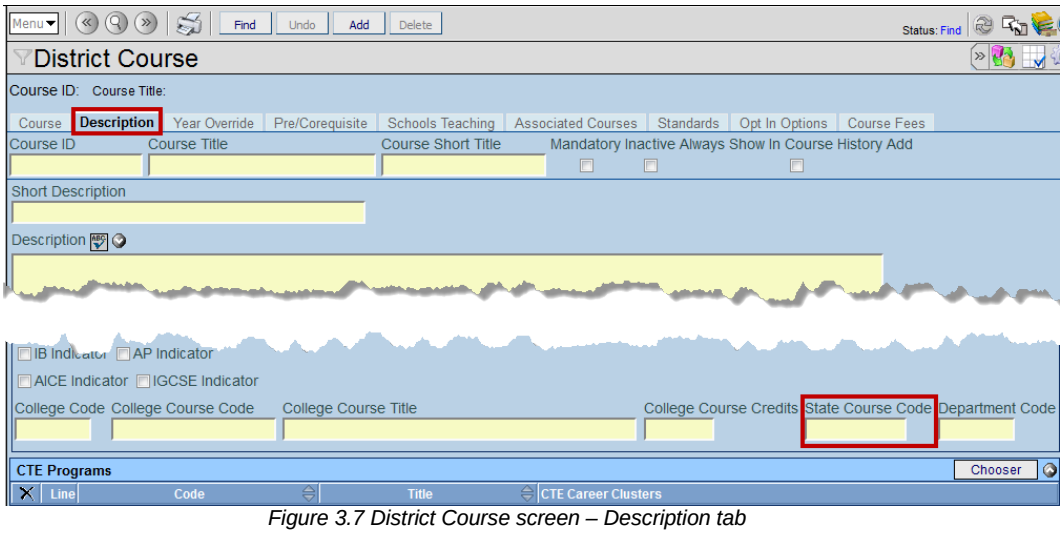

Figure 3.7 District Course screen – Description tab

Field	***Note***
State Course Code	National Center for Education Statistics (NCES) or Non-NCES code for the course that is being taught in the location identified by the combination of the Room Name and Class Period. This field may be a drop-down list based on setup options. See Using Lookup Tables for County and State Course Code.

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SECTION SCREEN DATA ENTRY

Use the **Section** screen to collect section information required for Oregon state reporting.

Entering Data on the Current Students tab

1. Navigate to the Synergy SIS > Schedule > Section.
2. On **Current Student** tab, search for a section and modify the fields as needed.

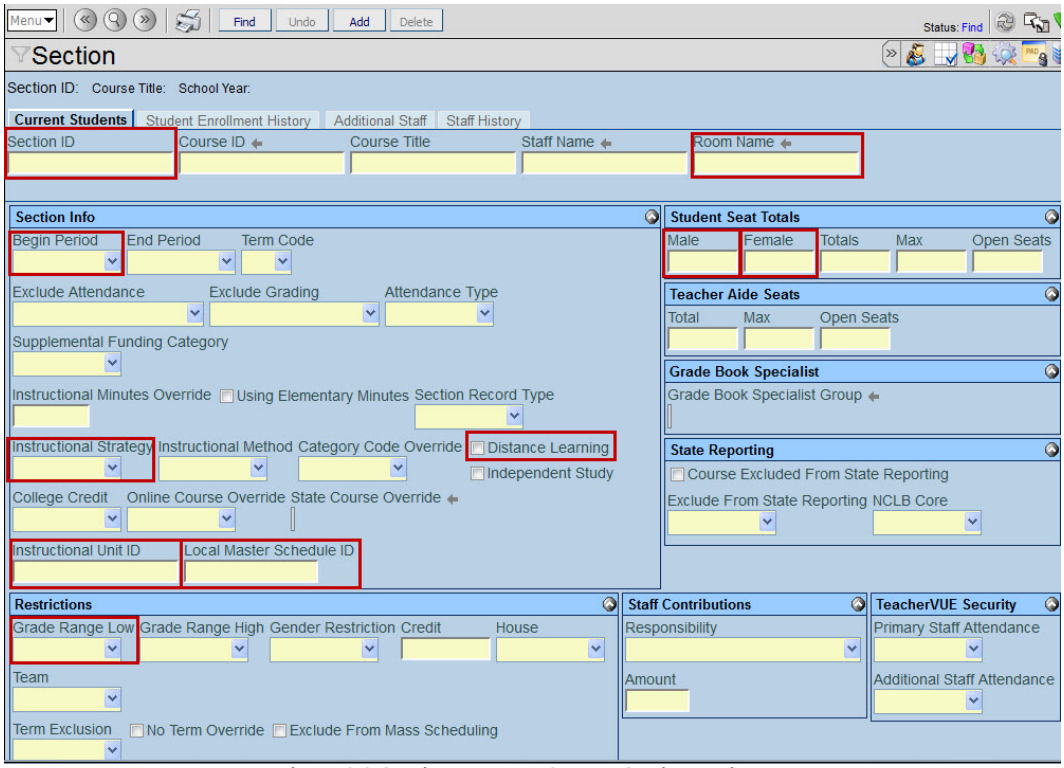

Figure 3.8 Section screen – Current Students tab

Field	***Note***
Section ID	A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section.
Room Name	Identifier that distinguishes the specific location, usually a classroom, where the class is being conducted.
Begin Period	Identifier that distinguishes the unit of time set aside for the instructional activities of the class.
Male	Number of males students taking the class.
Female	Number of female students taking the class.
Instructional Strategy	Indicates whether the course is taken via virtual means to include online courses, or courses taken via satellite between schools.
Distance Learning	A flag to identify students who have taken at least one distance learning course during the current school year where the credit counts towards high school graduation.
Instructional Unit ID	OED assigned Instructional Unit Identifier (IUID).
Local Master Schedule ID	Master schedule identifier for local student information systems.
Grade Range Low	A code indicating the grade level of the students enrolled in the class.

HEALTH SCREEN DATA ENTRY

Use the **Health** screen to collect immunization information required by the state of Oregon. Complete the following fields in the **Health** screen for each student in the school and/or district.

Entering Data on the Immunizations tab

1. Navigate to Synergy SIS > Health > Health.
2. On the **Immunization** tab, find or scroll to a specific student.

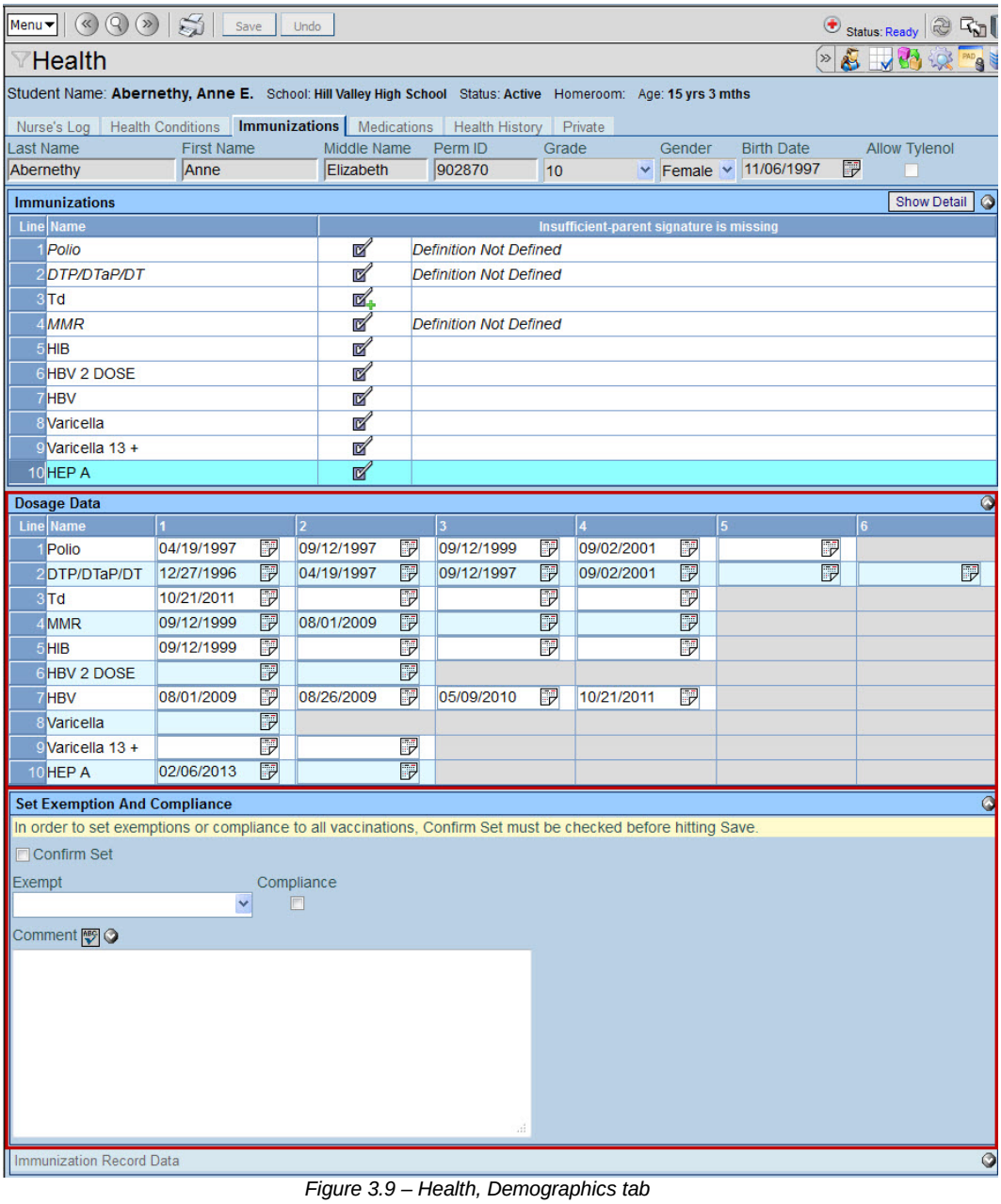

Figure 3.9 – Health, Demographics tab

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3. Enter the student's current vaccination dates in the **Dosage Data** grid.

   OR

   Enter an exemption reason in the **Set Exemption And Compliance** group box.

NOTE: If a student has an exemption, but it has expired or has no granted date, the immunization dates are reported, and the exemption entry is ignored.

4. Click **Save**.

Chapter Four:
PROGRAM DATA ENTRY

In this chapter, the following topics are covered:

- Free and Reduced Meals Data Entry
- Special Ed Student Services Data Entry
- English Language Learners Data Entry
- Student Needs Data Entry
- Instructional Hours Data Entry

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FREE AND REDUCED MEALS DATA ENTRY

Your district may collect either Free and Reduced Meals or NSLP (National School Lunch Program) information for Oregon state reporting. Use the **Free and Reduced Meals** screen to record either type of data for students who qualify for this program.

Entering Data on the FRM tab

1. Navigate to the Synergy SIS > Student Programs > Free and Reduced Meals.
2. Search for a student and modify the fields as needed.

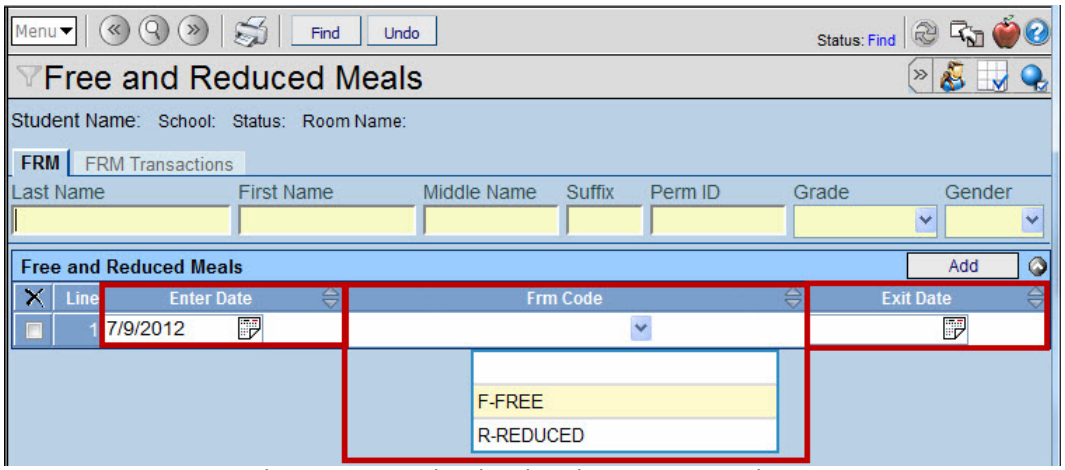

Figure 4.1 Free and Reduced Meals screen – FRM tab

Field	***Note***
Enter Date	Used to determine the date the student entered the program
FRM Code	Indicates the program for which the student is eligible.
Exit Date	Used to determine the date the student exited the program

SPECIAL ED STUDENT SERVICES DATA ENTRY

Use the **Special Ed Student Services** screen to record the services provided to specific students who qualify for this program.

Entering Data on the Services tab

1. Navigate to Synergy SIS > Student Programs > Special Ed Student Services.
2. Locate a student record to modify.

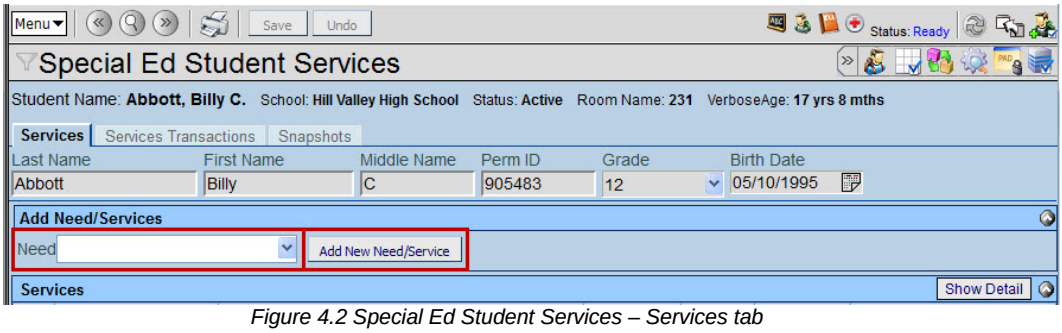

Figure 4.2 Special Ed Student Services – Services tab

3. From the **Need** field, select a program.
4. Select the **Add New Need/Service** button. The **Student Program Add** screen displays.

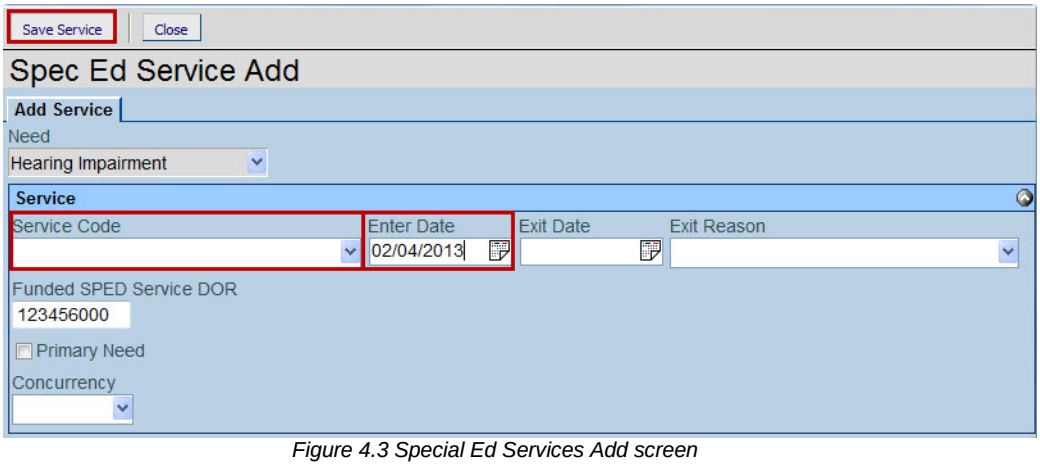

Figure 4.3 Special Ed Services Add screen

5. Select a **Service Code** from the field. The **Enter Date** will default to the current date.
6. Select the **Save Program** button. The special ed need and service displays in the **Services** grid on the **Special Ed Student Services** screen.

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Entering Data on the Snapshots tab

The **Snapshot** tab collects Special Education Services information by disability.

1. Select the **Snapshots** tab.

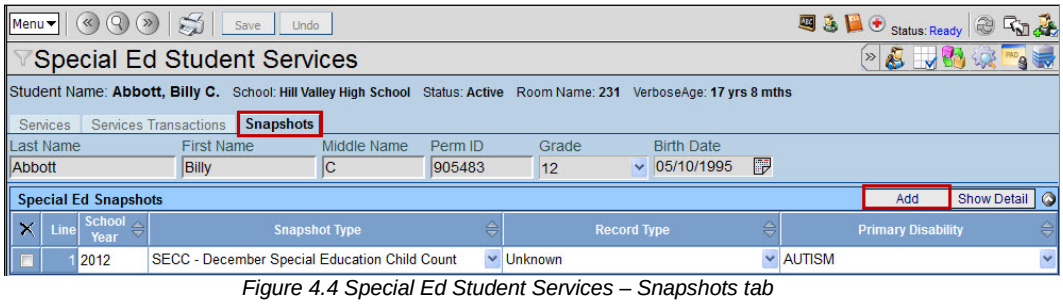

Figure 4.4 Special Ed Student Services – Snapshots tab

2. Click the **Add** button. The **Special Ed Student Services Add** screen opens.
3. Enter the appropriate data in the required fields.

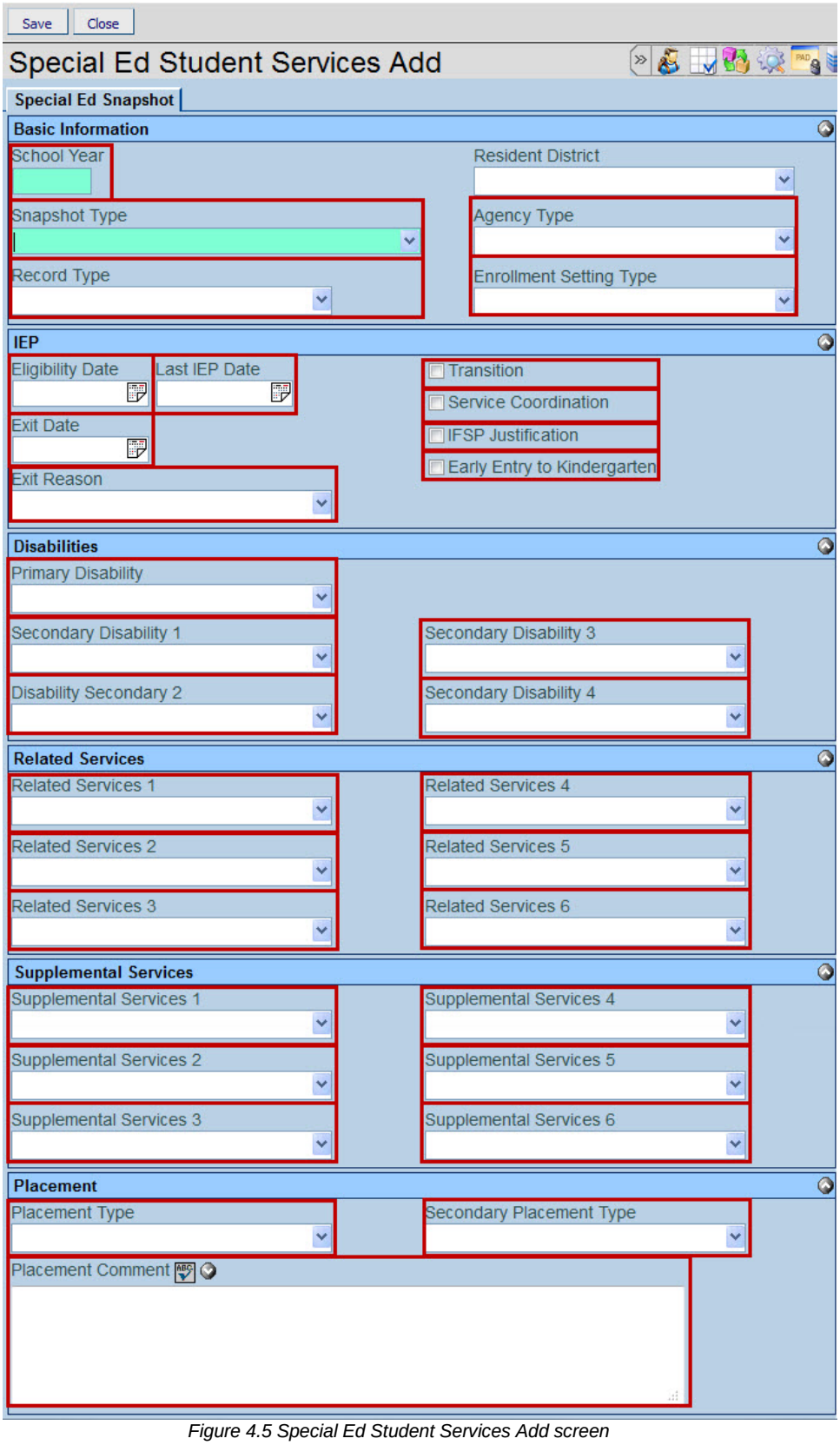

Figure 4.5 Special Ed Student Services Add screen

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Field	Note
School Year	The school year in which the services were provided
Snapshot Type	Indicates if this data should be used for the SECC- December Special Education Child Count or for the SEEC – June Special education Exit Count.
Agency Type	Indicates the type of agency providing services to the student.
Record Type	Indicates the type of special education student record.
Enrollment Setting Type	Indicates the type of educational setting in which the student is enrolled.
Eligibility Date	Indicates the date that the student's most recent eligibility for special education was determined.
Last IEP Date	Indicates the last date that the student's most recent Individual Education or Family Service Plan was completed.
Exit Date	Indicates the date that the student exited the special education program.
Exit Reason	Indicates the reason the student exited the special education program
Transaction flag	Flag indicates that the student is currently receiving Early Childhood Special Education (ECSE) services by was in an Early Intervention(EI) program last year and was automatically transferred to ECSE on their third birthday.
Service Coordination flag	Flag indicates the Service Coordination Early Intervention (EI) service, including coordinating services across agencies by serving as a single point of contact, assisting parents of eligible students in gaining access to early intervention and other services, facilitating the timely delivery of services, and continually seeking appropriate services.
IFSP Justification flag	Flag indicates whether justifications are included on the Individual Education or Family Service (IFSP) when services are not provided in the natural environment.
Early Entry to Kindergarten flag	Flag indicates the child was enrolled in kindergarten before they were five years old (as of September 1st.)
Primary Disability	Indicates the student's primary disability (eligibility).
Secondary Disability 1 - 4	Indicates the student's secondary disabilities, if any exist.
Related Services 1 -6	Indicates the services the student is receiving related to their disabilities.
Supplemental Services 1- 6	Indicates supplemental services the student is receiving.
Placement Type	Indicates the proportion of time the student receives special education and related services.

Secondary Placement Type	Indicates the location where a student receives EI/ECSE (Early Intervention/Early Childhood Special Education) or educational services.
Placement Comment	Comment further describing the federal placement of the student.

4. Click **Save**.

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ENGLISH LANGUAGE LEARNER DATA ENTRY

Use the **English Language Learners** screen to collect information required for state reporting. Complete the following fields in the **English Language Learners** screen for each student in the school and/or district that is eligible for an English Language Learner (ELL) program.

Entering Data on the ELL tab

1. Navigate to Synergy SIS > Student Programs > English Language Learners.
2. On the **ELL** tab, search for a student and modify the fields as needed.

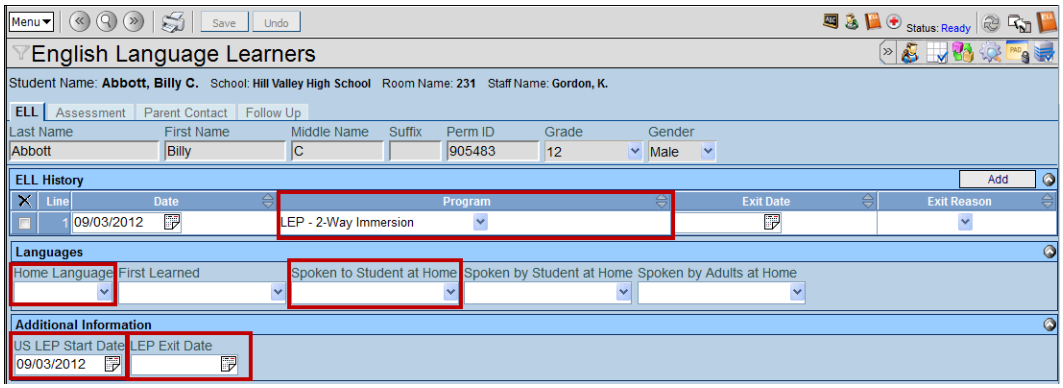


Figure 4.6 – English Language Learners, ELL tab

Field	***Note***
Program	English Language Learner
Home Language	Indicates the student's first or native language.
Spoken to Student at Home	Indicates the language normally used by the student's parents or guardians.
US LEP Start Date	Date the student first entered an English Language Development (ELD) program anywhere in a public school in the United States; or the date a student was first identified as Limited English Proficient (LEP) and ELD services were declined.
LEP Exit Date	Date the student exited an English Language Development (ELD) program; or the date a student demonstrates proficiency in English based on a valid and reliable proficiency assessment and is re-classified as English Proficient.

3. Click **Save**.

Recording Assessment Results on the Assessment tab

The **Assessment** tab collects the results of ELL assessment test given to students.

1. Select the **Assessment** tab.

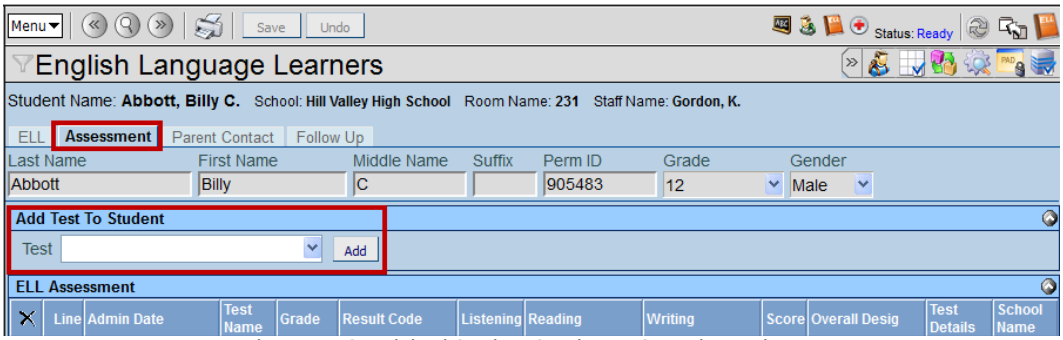


Figure 4.7 Special Ed Student Services – Snapshots tab

2. Select the ELL assessment test from the **Test** drop-down field.
3. Click the **Add** button. The **Student ELL Test Detail** screen opens.

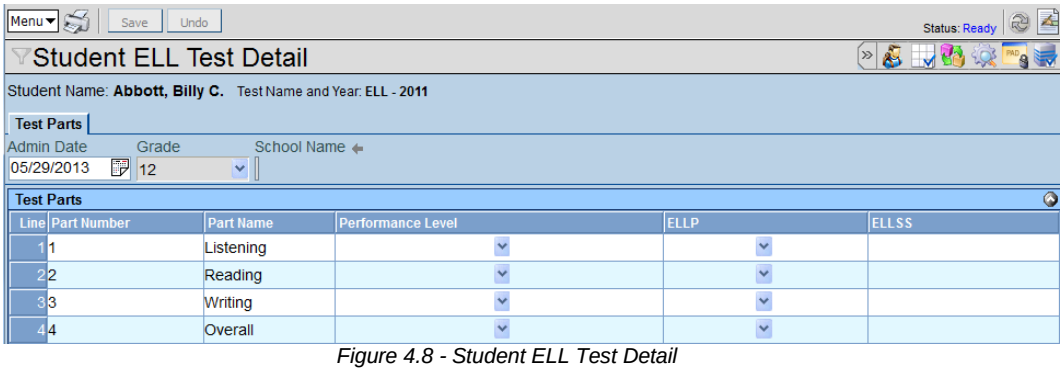
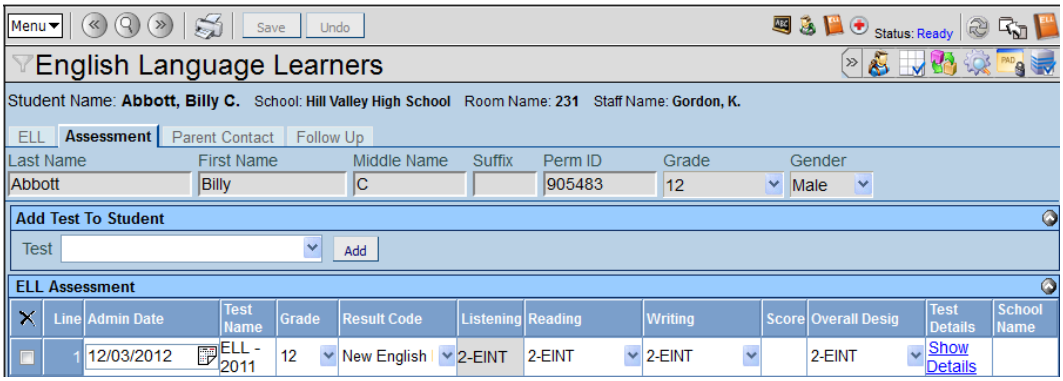


Figure 4.8 - Student ELL Test Detail

4. Select the **School Name** where the test was administered.
5. Enter the **Performance Level** indicators and **ELLP** indicators for the test parts.
6. Click **Save**. The recorded assessment displays in the **ELL Assessment** grid.



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STUDENT NEEDS DATA ENTRY

Use the **Student Needs** screen to enter data for students who are eligible for other programs collect information required for state reporting. Complete the following fields in the **English Language Learners** screen for each student in the school and/or district that is eligible for an English Language Learner (ELL) program.

Use the **Student Needs** screen to record a student is eligible for other programs or Title I services, this information needs to be recorded in Synergy SIS so that they can be reported to the state in conjunction with the normal upload procedure.

Adding a Need/Program on the Needs tab

1. Navigate to Synergy SIS > Student Programs > Student Needs.
2. Locate a student record to modify.

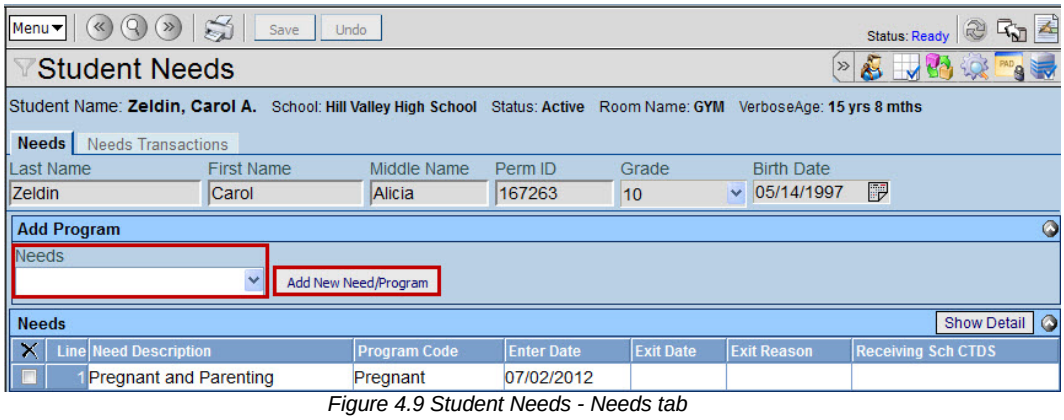

Figure 4.9 Student Needs - Needs tab

3. From the **Need** field, select a program.
4. Select the **Add New Need/Service** button. The **Student Program Add** screen displays.

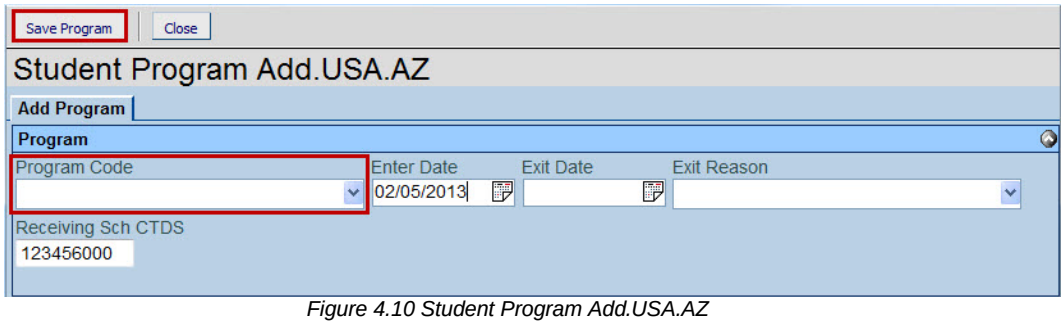

Figure 4.10 Student Program Add.USA.AZ

5. Select a **Program Code** from the field. The **Enter Date** will default to the current date.
6. Select the **Save Program** button. The student need and service displays in the **Needs** grid on the **Student Needs** screen.

Withdrawing a Student from a Program

When a student leaves a program or a school, use the **Student Needs** screen to record the exit date and reason.

Reference: If the student is withdrawing from the school, the system can be set to automatically withdraw the student from the programs when the withdrawal information is entered into the Student screen. Please see
Setting up Program Exits for more information.

1. Find or scroll to the student to withdraw. The programs and services in which the student has been enrolled in the current year display in the **Needs** grid.

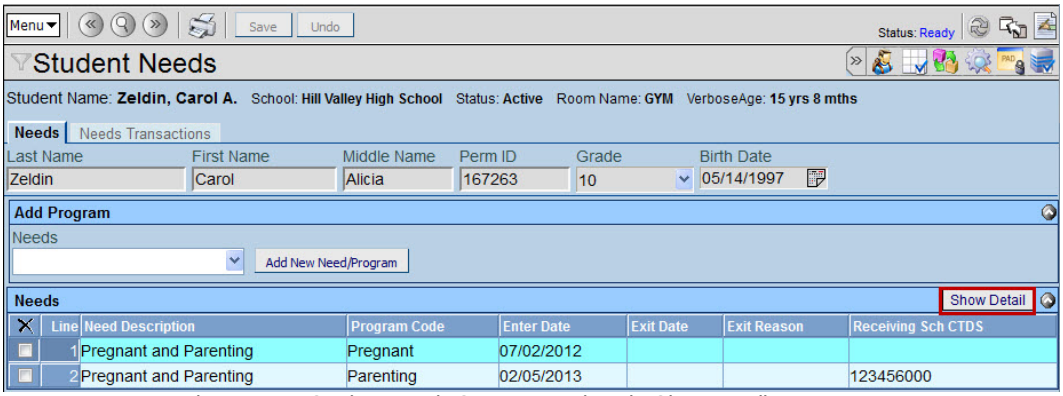

Figure 4.11 - Student Needs Screen, Needs Tab -Show Detail Button

2. Select a need from the grid and click **Show Detail**. The **Detail** tab displays.

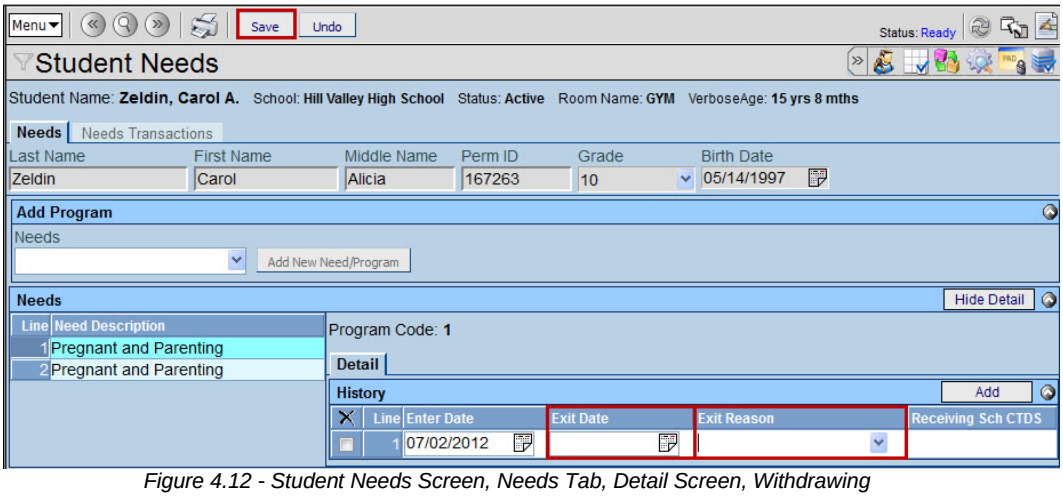

Figure 4.12 - Student Needs Screen, Needs Tab, Detail Screen, Withdrawing

3. Enter the date the student withdrew in the **Exit Date** box.
4. Select the reason the student withdrew from the **Exit Reason** drop-down menu.
5. Click **Save**.

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Re-Enrolling a Student in a Program

If the student re-enrolls in the school or in a program after they have been exited, use the **Student Needs** screen to re-enroll the student in the appropriate programs.

If any of the program are set to exit its students at the end of the year (see

Defining Needs and Programs), any student who returns to the school the following year must have a new enrollment record for the program as well.

NOTE: Only one record with the same need and program may be entered into the student's record. The same need may be entered only if the student is receiving a different program. To enter a different need, or the same need with a different program, follow the instructions for Adding a Need/Program on the Needs tab. Otherwise, if the student is re-enrolling with the same need and program, follow the instructions in this section.

1. Find or scroll to the student to re-enroll. The programs and services in which the student has been enrolled in the current year display in the **Needs** grid.

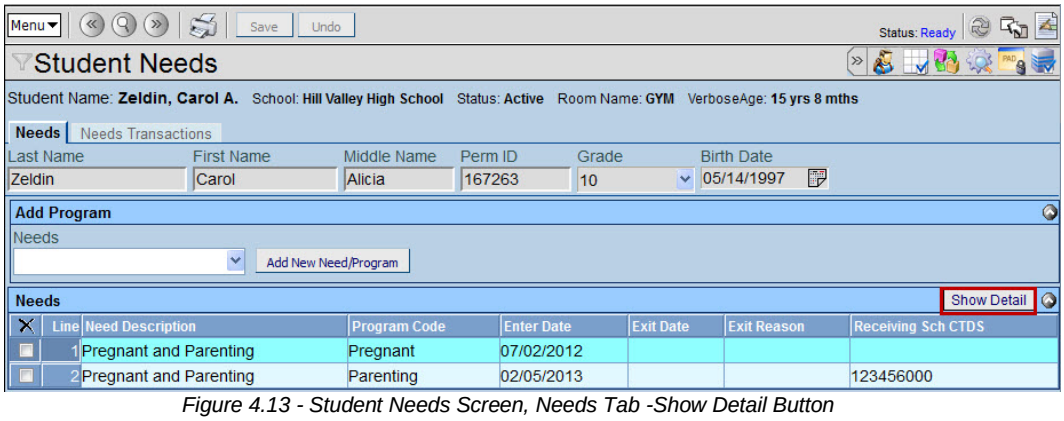

Figure 4.13 - Student Needs Screen, Needs Tab -Show Detail Button

2. Select a need from the grid and click **Show Detail**. The **Detail** tab displays.

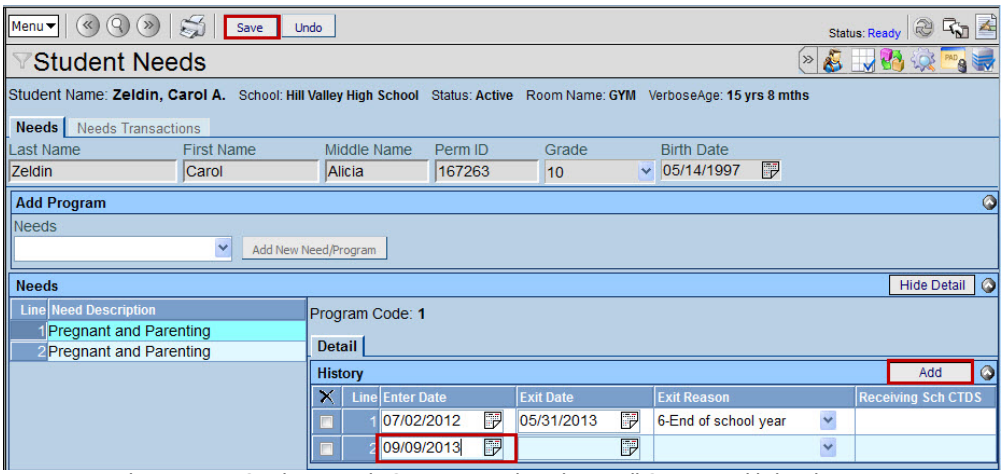

Figure 4.14 - Student Needs Screen, Needs Tab, Detail Screen, Withdrawing

3. Click the **Add** button on the **Detail** tab. A row appears in the **History** grid.
4. Enter the re-enrollment date of the student in the **Enter Date** field.
5. Click **Save**. If the student receives multiple programs, they must be re-enrolled in each program by repeating the steps above.

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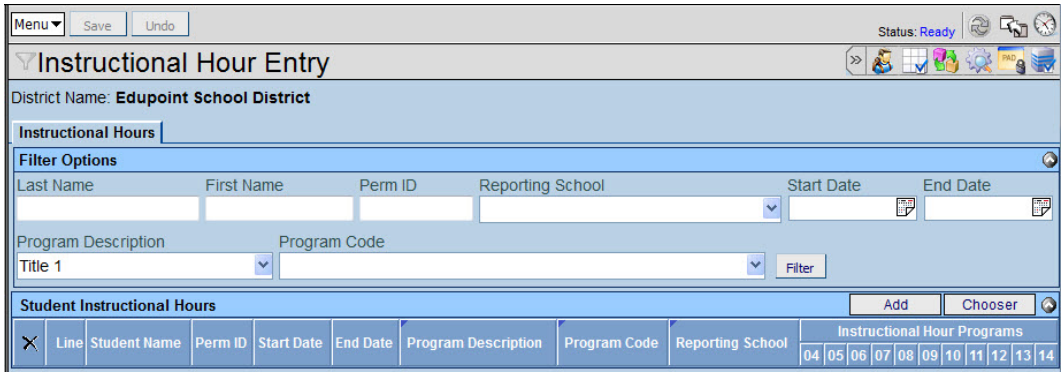
INSTRUCTIONAL HOURS DATA ENTRY

The ODE requires that districts record the number of instructional hours spend serving students enrolled in a non-special ed programs and services, such as Migrant Education or Title 1 services. There are three options available for entering instructional hours: **Instructional Hours Entry**, **Instructional Hours By Program**, and I**nstructional Hours by Student**.

Adding Students on the Instructional Hours Entry screen

1. Navigate to Synergy SIS > Student Programs > Instructional Hour Entry.



2. Click the **Add** button to add a single student. The **Find Student** screen displays.

   OR

   Click **Chooser** to add multiple students. The **Chooser** screen displays.

3. Select the appropriate student(s). The student(s) appear in the **Student Instructional Hours** grid.
4. Complete the following fields for the selected student or students in the grid.
   - **Start Date**
   - **End Date**
   - **Program Description**
   - **Program Code (if applicable)**
   - **Reporting School (optional)**
   - **Instructional Hour Programs**
5. Click **Save**.

Recording Instructional Hours

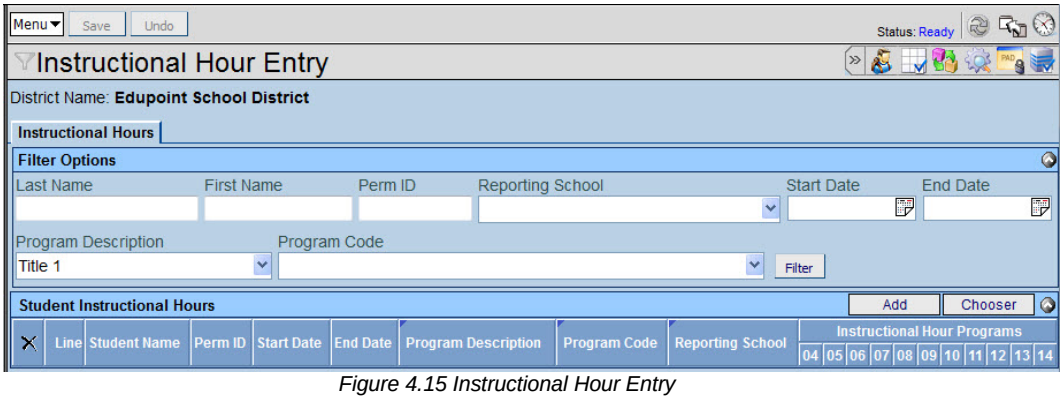


Figure 4.15 Instructional Hour Entry

1. On the **Instructional Hour Entry** screen, use the filter options to search for a particular student or students belonging to a program. The student(s) appear in the **Student Instructional Hours** grid.
2. Enter the instructional hours for the appropriate student.
3. Click **Save**.

Adding Students on the Instructional Hours by Program screen

1. Navigate to Synergy SIS > Student Programs > Instructional Hours By Program.

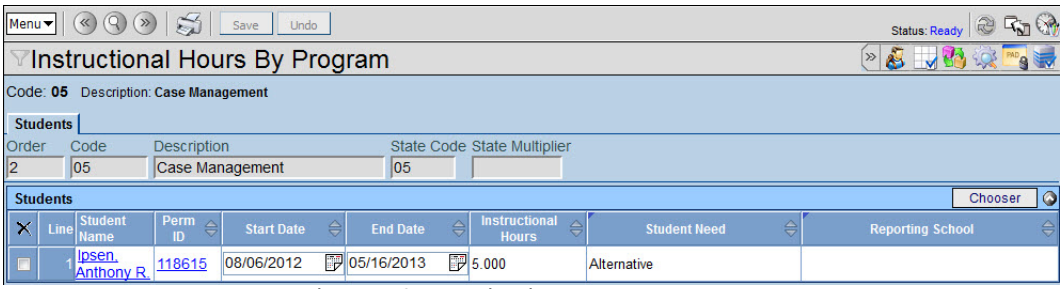


Figure 4.16 Instructional Hours By Program

2. Click **Chooser** to add one or more students. The **Chooser** screen displays.
3. Select the appropriate student(s). The student(s) appear in the **Student** grid.
4. Complete the following fields for the selected student or students in the grid.
   - **Start Date**
   - **End Date**
   - **Instructional Hour Programs**
   - **Student Need (optional)**
   - **Program Code (if applicable)**
   - **Reporting School (optional)**
5. Click **Save**.

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Recording Instructional Hours By Program

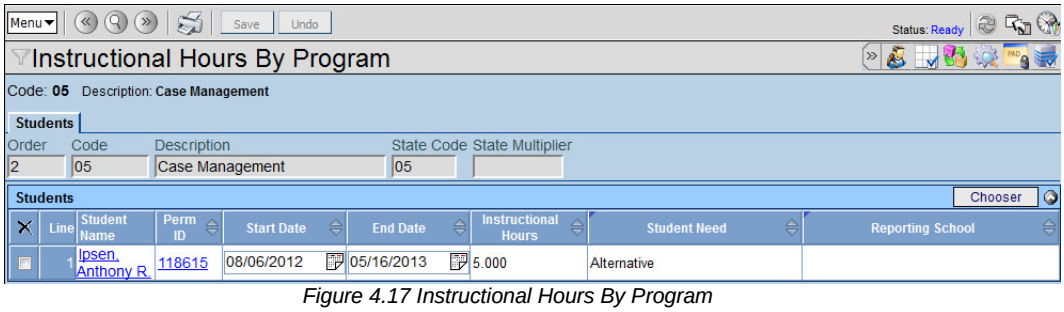

Figure 4.17 Instructional Hours By Program

1. On the **Instructional Hours By Program** screen, scroll to or find the appropriate student code. The students participating in that program display in the **Students** grid.
2. Enter the instructional hours for the appropriate student(s).
3. Click **Save**.

Recording Instructional Hours By Student

1. Navigate to Synergy SIS > Student Programs > Instructional Hours By Student.

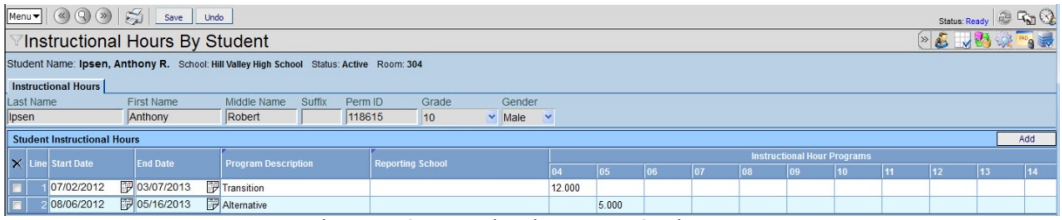

Figure 4.18 Instructional Hours By Student

2. Scroll to or find the appropriate student. The programs the student is enrolled in appear in the **Student Instructional Hours** grid
3. Enter the instructional hours for the appropriate program(s).
4. Click **Save**.

Adding a Program on the Instructional Hours by Student screen

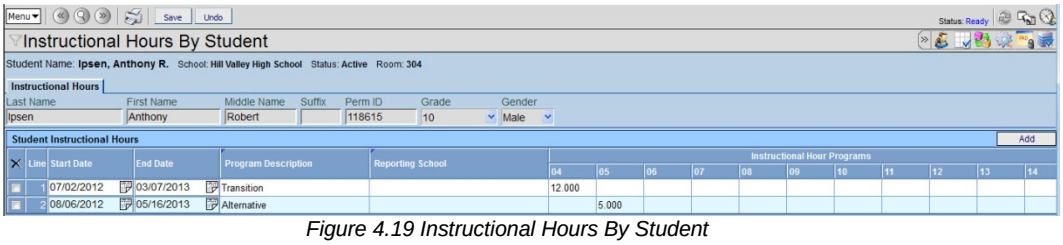

Figure 4.19 Instructional Hours By Student

1. On the **Instructional Hours by Student** screen, scroll to or find the appropriate student. The programs the student is enrolled in appear in the **Student Instructional Hours** grid
2. Click **Add** on the **Student Instructional Hours** grid. A new row is added to the grid.
3. Complete the following fields in the grid.
    - **Start Date**
    - **End Date**
    - **Program Description**
    - **Reporting School (optional)**
    - **Instructional Hour Programs**
4. Click **Save**.

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Chapter Five:
MASS UPDATE STUDENT PROGRAMS

In this chapter, the following topics are covered:

► Student Programs Records Updates

STUDENT PROGRAMS RECORDS UPDATES

Use the **Mass Update Student Programs** screen to close programs and exit student en mass. Run this process for programs that require all exits for previous years for Oregon submission.

Exiting Students from the English Language Learners Program

1. In Synergy SIS, change the focus to the school year for which you are closing programs.
2. Navigate to the Synergy SIS > Student Programs > Mass Update Student Programs.
3. Select the English Language Learner tab.

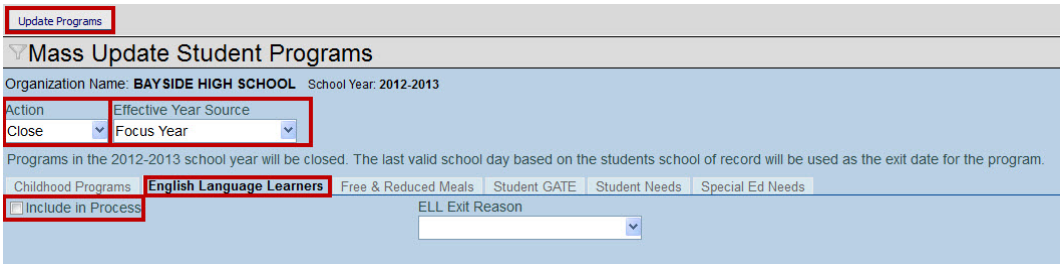

Figure 5.1 Mass Update Student Programs screen – English Language Learners tab

4. In the **Action** field, select the **Close** option.
5. In the **Effective Year Source** field, select the **Focus Year** option.
6. Select the **Include In Process** check box.
7. Click the **Update Programs** button.

NOTE: ELL Exit Reason is not required.

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Exiting Students from the Free & Reduced Meals Program

1. Select the Free & Reduced Meals tab.

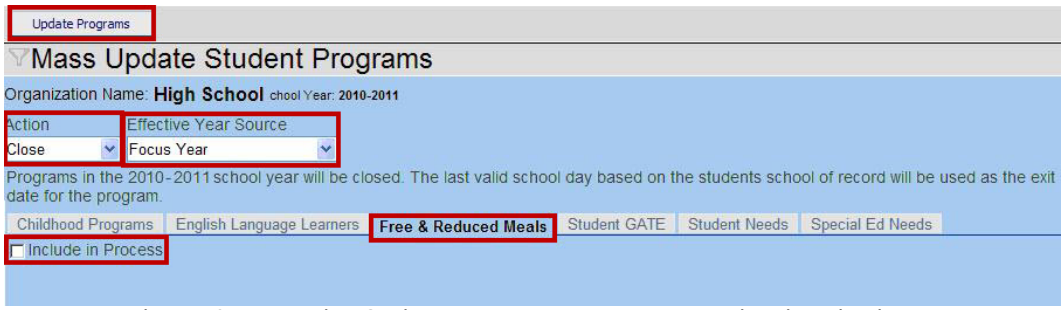

Figure 5.2 Mass Update Student Programs screen – Free & Reduced Meals tab

2. In the **Action** field, select the **Close** option.
3. In the **Effective Year Source** field, select the **Focus Year** option.
4. Select the **Include In Process** check box.
5. Click the **Update Programs** button.

Exiting Students from Student Needs Programs

Run the close function from the **Student Needs** tab at the end of each year, if all the needs programs require new records each year. If the programs are not closed, they continue to report the record until the student withdraws or exits from the program and the record is closed.

1. Select the **Student Needs** tab.

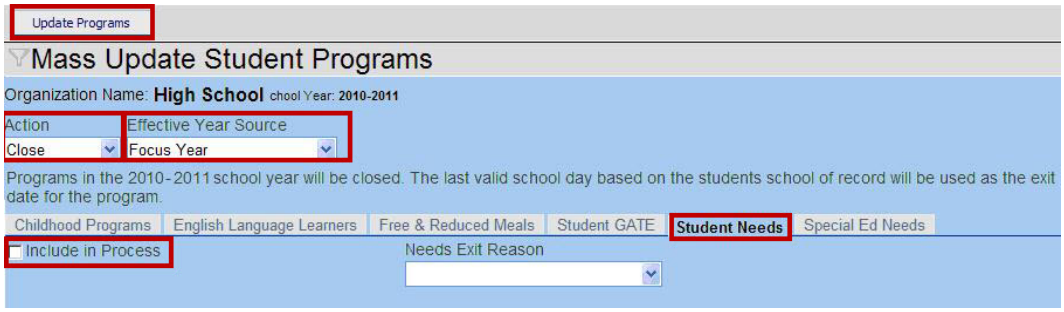

Figure 5.3 Mass Update Student Programs screen – Student Needs tab

2. In the **Action** field, select the **Close** option.
3. In the **Effective Year Source** field, select the **Focus Year** option.
4. Select the **Include In Process** check box.
5. Click the **Update Programs** button.

NOTE: A Needs Exit Reason is not required.

Exiting Students from Special Ed Needs Programs

Caution: If your district is using Synergy SE to track Special Education, programs do not use this tab.

Confirm with your district that it is an acceptable practice to remove students from Special Education Student Services using the **Mass Update Student Programs** screen. If it is acceptable, only process students for approved Special Ed Exit Reasons.

1. Select the **Special Ed Needs** tab.

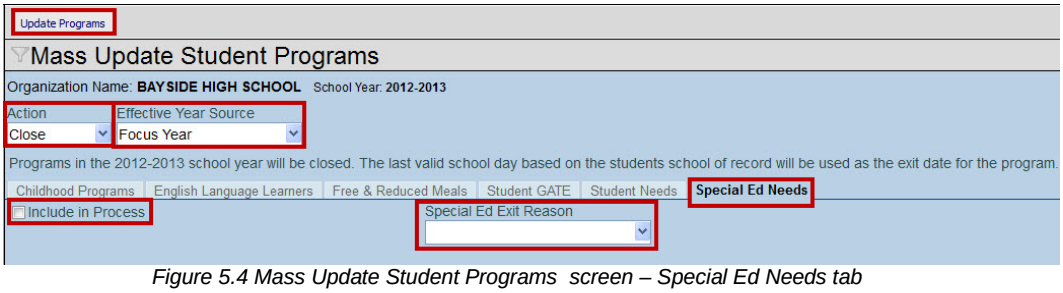

Figure 5.4 Mass Update Student Programs screen – Special Ed Needs tab

2. In the **Action** field, select the **Close** option.
3. In the **Effective Year Source** field, select the **Focus Year** option.
4. Select the **Include In Process** check box.
5. In the **Special Ed Exit Reason** field, select an exit reason.
6. Click the **Update Programs** button.

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Chapter Six: ODE EXTRACTS

In this chapter, the following topics are covered:

- ODE Extracts
- ODE Extract History

ODE EXTRACTS

The ODE had specific deadlines for submission of the various extracts. Please confirm submission dates on the Oregon Department of Education website at http://www.ode.state.or.us/home.

Use the ODE Extracts screen to create the following extracts to submit to the Oregon Department of Education:

- Secure Student Identifier (SSID)
- Average Daily Membership (ADM)
- Unique Staff Identifier (USID)
- Instructional Unit Identifier (IUID)
- Class Size
- Special Education Child Count (SECC) – December
- Special Education Child Count (SECC) – June
- Staff Assignment
- Staff Assignment/Audit
- Limited English Proficient (LEP)

Creating an ODE Extract

1. Navigate to Synergy SIS > OR > ODE Extracts.

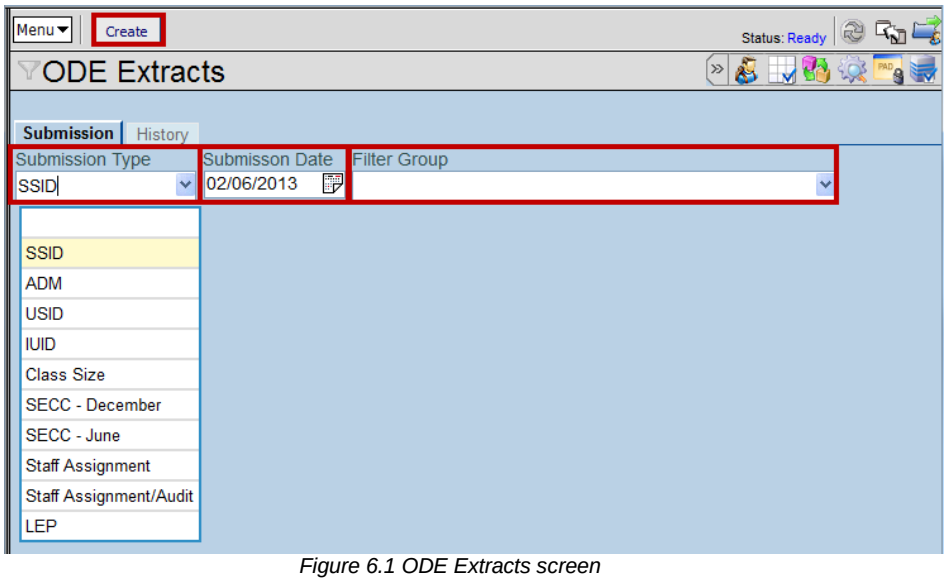

Figure 6.1 ODE Extracts screen

2. Select the extract from the **Submission Type** field.
3. Enter a date in the **Submission Date** field.

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Note: The ADM extract also has an **End Date** field that is required for submission.

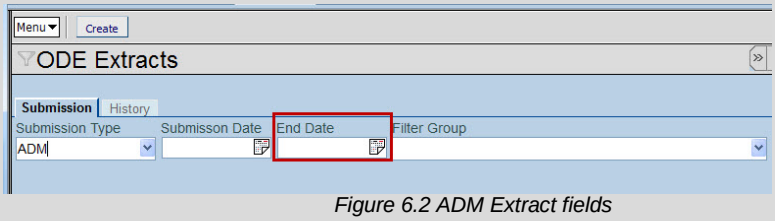


Figure 6.2 ADM Extract fields

4. Select a **Filter Group** to include in the extract (optional.)
5. Click **Create**. A confirmation message displays when the extract is created.

Note: The extract can take a significant amount of time to generate depending on the number of student records included in the file.

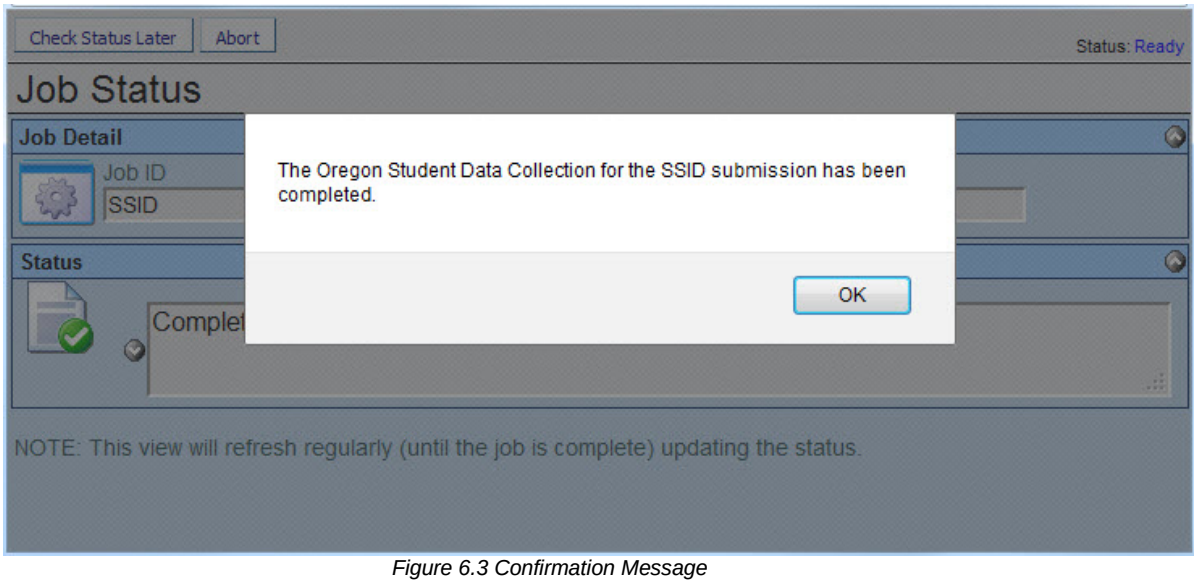


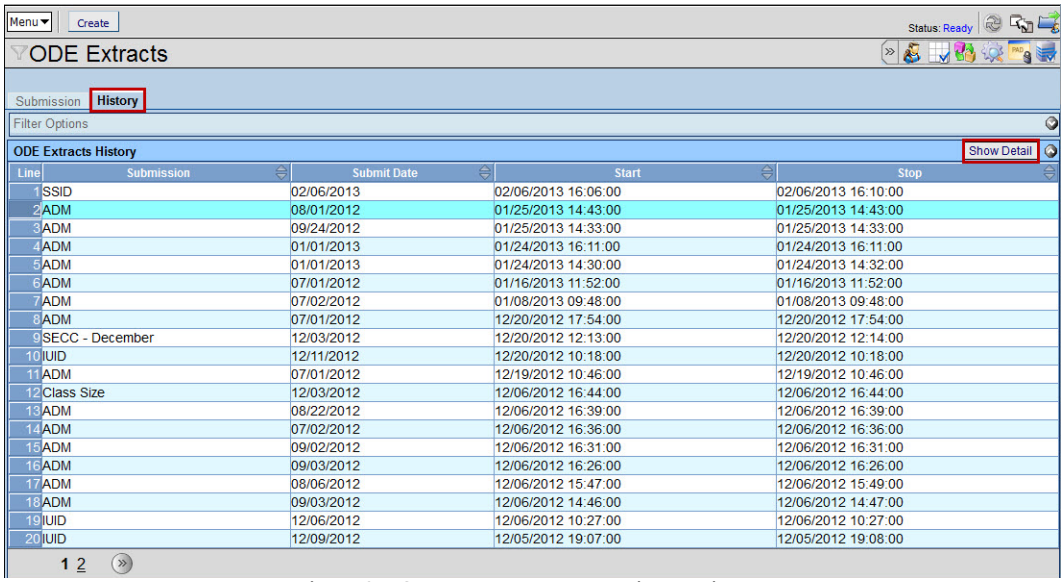
Figure 6.3 Confirmation Message

ODE EXTRACT HISTORY

A record of the ODE extracts previously created is available on the **History** tab of the **ODE Extracts** screen. The schools and students included in the extract, a copy of the extract itself, and any related error logs are accessible from this tab.

Viewing ODE Extract History

1. Select the **History** tab. The **History** tab displays all the ODE extracts that have been submitted including their creation date.



Line	Submission	Submit Date	Start	Stop
1	SSID	02/06/2013	02/06/2013 16:06:00	02/06/2013 16:10:00
2	ADM	08/01/2012	01/25/2013 14:43:00	01/25/2013 14:43:00
3	ADM	09/24/2012	01/25/2013 14:33:00	01/25/2013 14:33:00
4	ADM	01/01/2013	01/24/2013 16:11:00	01/24/2013 16:11:00
5	ADM	01/01/2013	01/24/2013 14:30:00	01/24/2013 14:32:00
6	ADM	07/01/2012	01/16/2013 11:52:00	01/16/2013 11:52:00
7	ADM	07/02/2012	01/08/2013 09:48:00	01/08/2013 09:48:00
8	ADM	07/01/2012	12/20/2012 17:54:00	12/20/2012 17:54:00
9	SECC - December	12/03/2012	12/20/2012 12:13:00	12/20/2012 12:14:00
10	IUID	12/11/2012	12/20/2012 10:18:00	12/20/2012 10:18:00
11	ADM	07/01/2012	12/19/2012 10:46:00	12/19/2012 10:46:00
12	Class Size	12/03/2012	12/06/2012 16:44:00	12/06/2012 16:44:00
13	ADM	08/22/2012	12/06/2012 16:39:00	12/06/2012 16:39:00
14	ADM	07/02/2012	12/06/2012 16:36:00	12/06/2012 16:36:00
15	ADM	09/02/2012	12/06/2012 16:31:00	12/06/2012 16:31:00
16	ADM	09/03/2012	12/06/2012 16:26:00	12/06/2012 16:26:00
17	ADM	08/06/2012	12/06/2012 15:47:00	12/06/2012 15:49:00
18	ADM	09/03/2012	12/06/2012 14:46:00	12/06/2012 14:47:00
19	IUID	12/06/2012	12/06/2012 10:27:00	12/06/2012 10:27:00
20	IUID	12/09/2012	12/05/2012 19:07:00	12/05/2012 19:08:00

1 2

Figure 6.4 ODE Extracts screen – History tab

2. Select an extract from the **ODE Extract History** grid and click **Show Detail**. The details for the selected extract display.

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The **Config** tab of the extract history displays the organizations and students included in the selected submission.

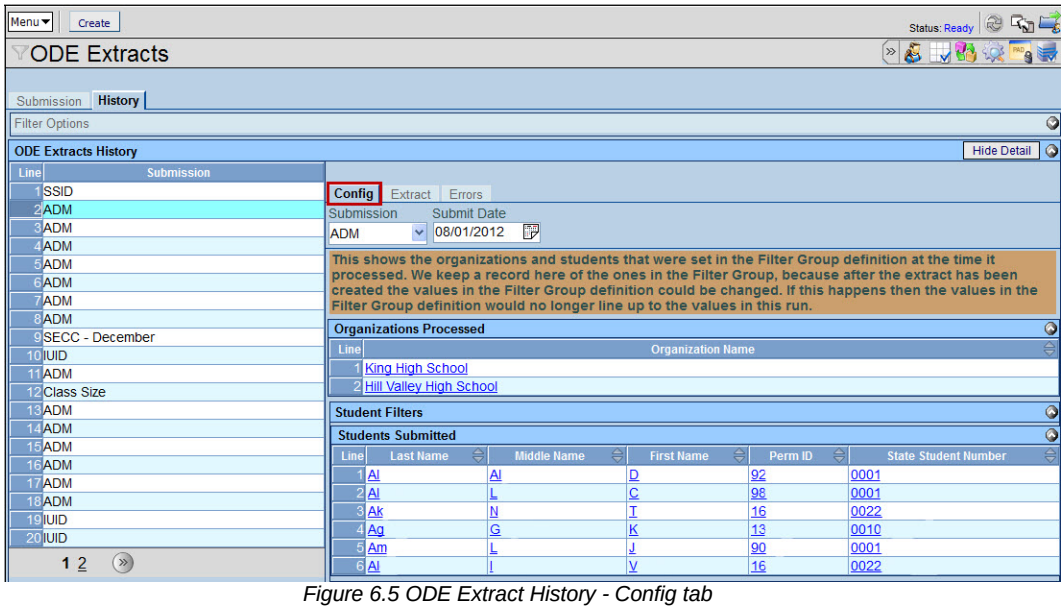

Figure 6.5 ODE Extract History - Config tab

The **Extracts** tab displays the extract file that was submitted. Click on the document icon to open or save the extract file to a local directory location.

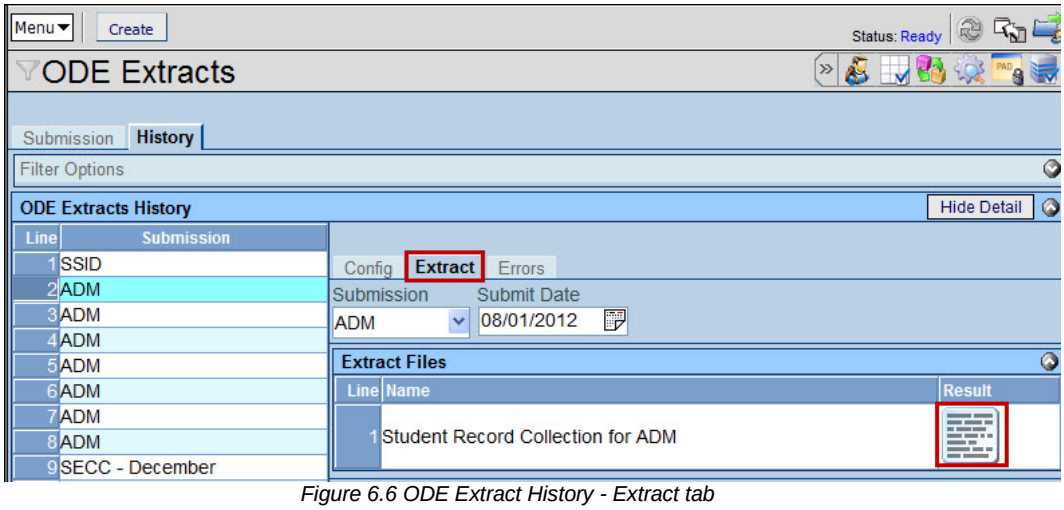

Figure 6.6 ODE Extract History - Extract tab

The **Errors** tab lists of any errors generated when the extract processed. Click on the document icon to open or save the error log to a local directory location

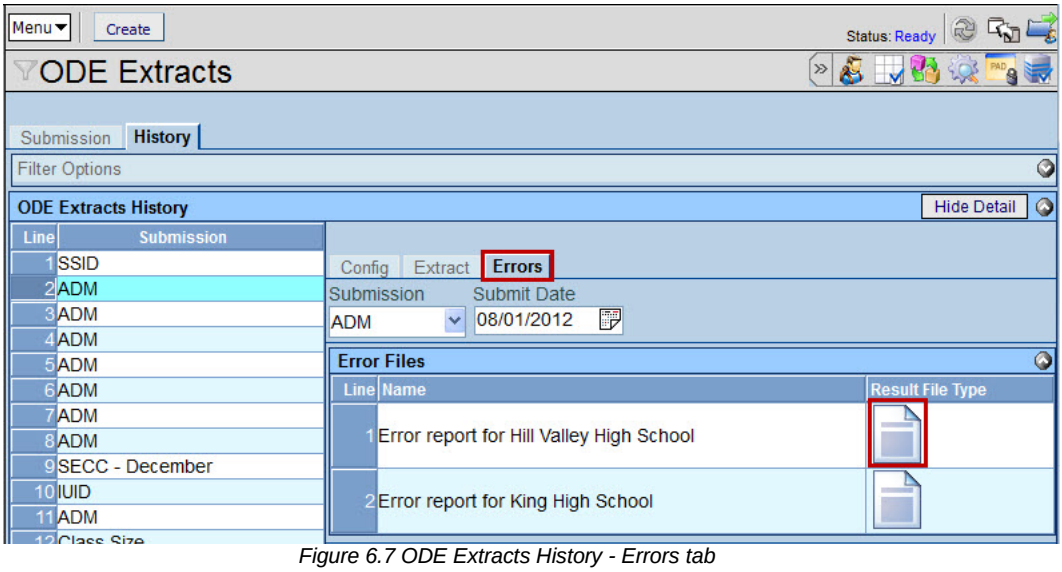

Figure 6.7 ODE Extracts History - Errors tab

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Chapter Seven: STATE ID PROCESSES

In this chapter, the following topics are covered:

► State Files Imports

STATE FILES IMPORTS

The State ID processes update staff, student and course records within Synergy SIS with state assigned IDs. The State ID processes are run after a district has created and submitted extracts to the ODE. The ODE returns an extract file that has any missing or incorrect IDs records populated. The district then imports the file from the ODE into Synergy SIS, and the corrected records are updated within the system.

Importing the SSID file

1. Navigate to the Synergy SIS > OR > State ID Process.

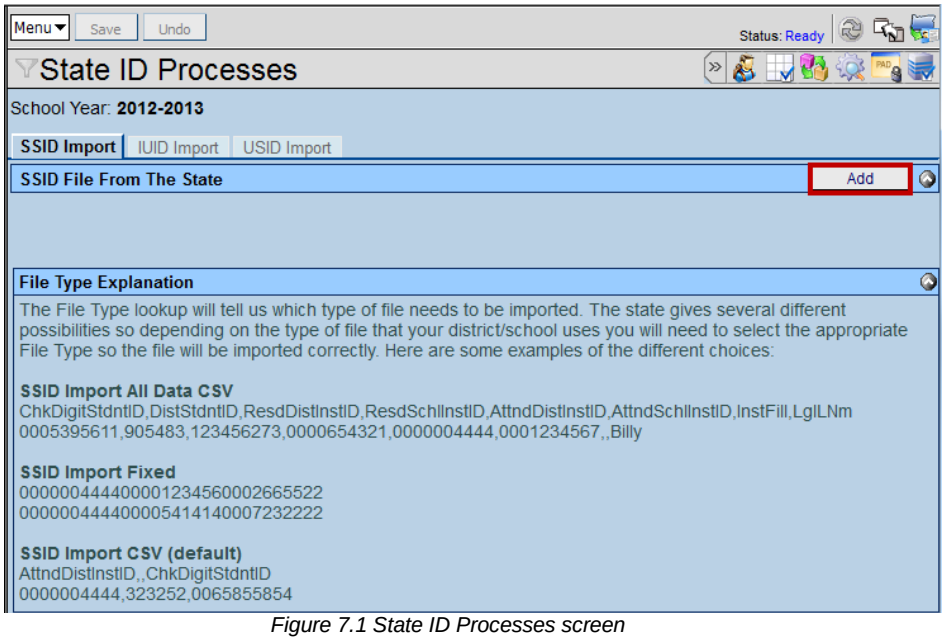

Figure 7.1 State ID Processes screen

2. On the **SSID Import** tab, click **Add**. The **Attach Document** screen appears.

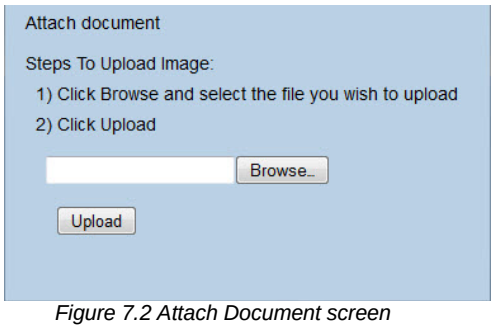

Figure 7.2 Attach Document screen

3. Click **Browse** to locate the State ID file on your local drive or network.
4. Click **Upload** to attach the file. The file displays in the **SSID File From The State** grid.

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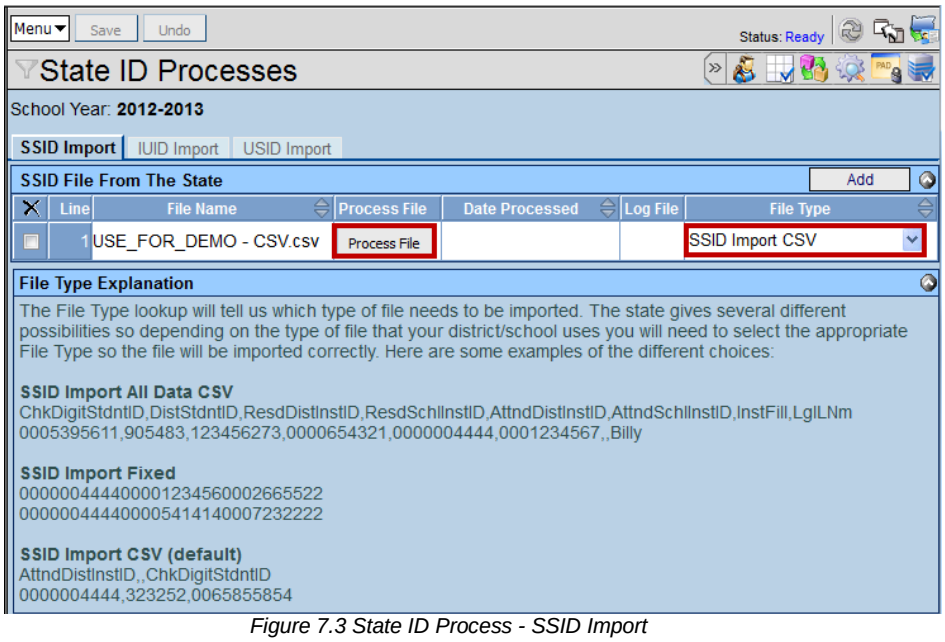

Figure 7.3 State ID Process - SSID Import

5. Select the **File Type**. If you are not sure, open the State ID file you received from the ODE, and compare the layout the file type explanations listed on the screen.
6. Click **Process File**. The corrected state IDs are processed and the time and date they were processed display in the Date Processed column.

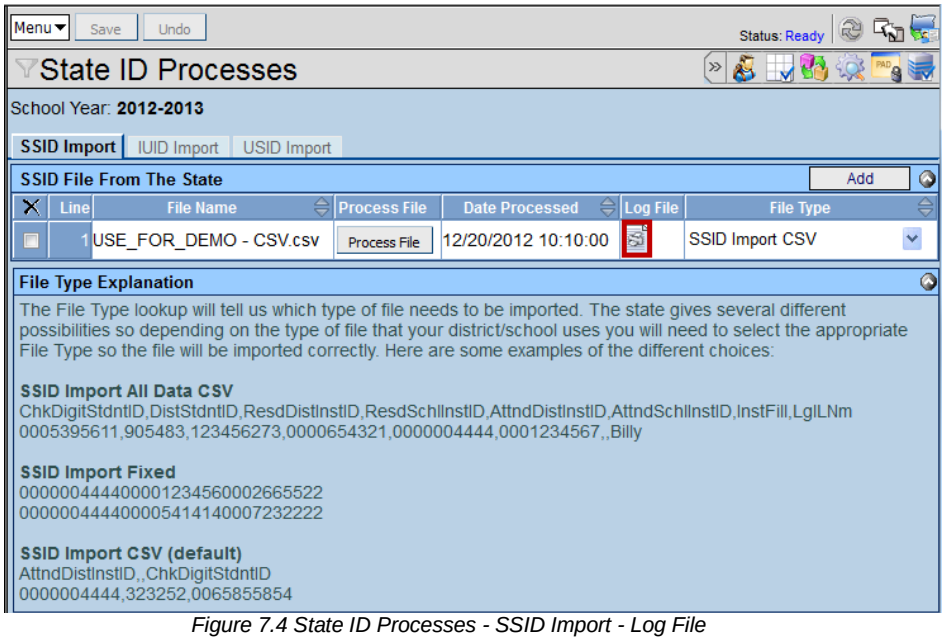

Figure 7.4 State ID Processes - SSID Import - Log File

7. Click the **Log File** to see any errors that occurred when the records were processed.

Importing the IUID file

1. Navigate to the Synergy SIS > OR > State ID Process.

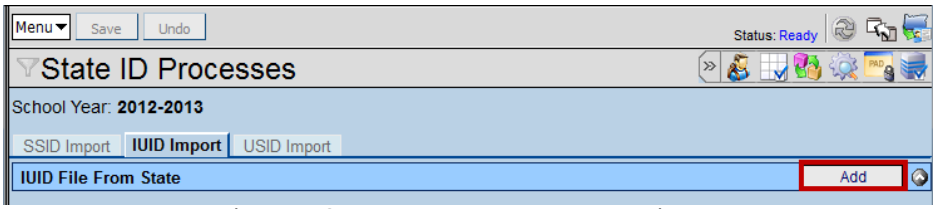

Figure 7.5 State ID Processes - IUID Import tab

2. On the **IUID Import** tab, click **Add**. The **Attach Document** screen appears.

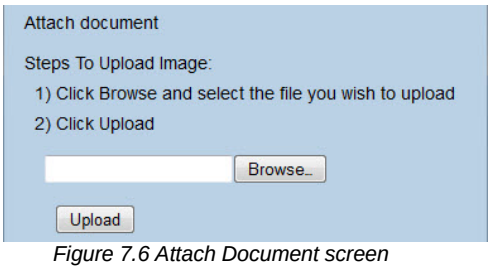

Figure 7.6 Attach Document screen

3. Click **Browse** to locate the State ID file on your local drive or network.
4. Click **Upload** to attach the file. The file displays in the **SSID File From The State** grid.

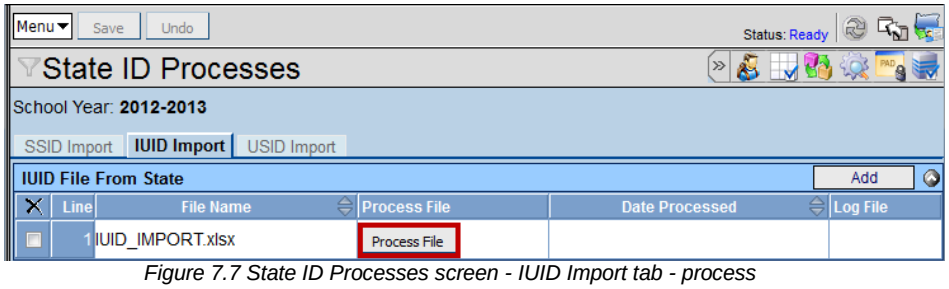

Figure 7.7 State ID Processes screen - IUID Import tab - process

5. Click **Process File**. The corrected state IDs are processed and the time and date they were processed display in the **Date Processed** column.

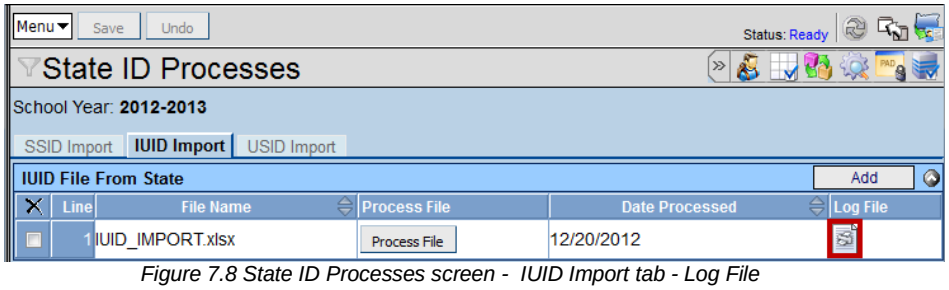

Figure 7.8 State ID Processes screen - IUID Import tab - Log File

6. Click the **Log File** to see any errors that occurred when the records were processed.

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Importing the USID file

1. Navigate to the Synergy SIS > OR > State ID Process.

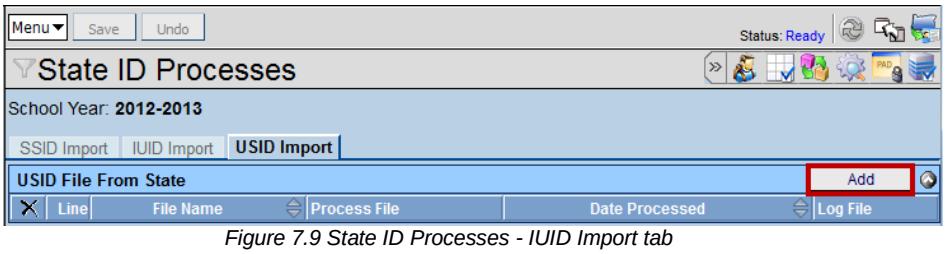

Figure 7.9 State ID Processes - IUID Import tab

2. On the **USID Import** tab, click **Add**. The **Attach Document** screen appears.

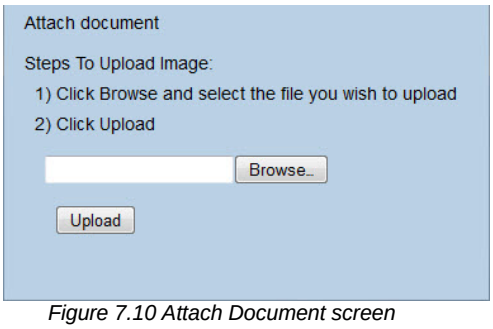

Figure 7.10 Attach Document screen

3. Click **Browse** to locate the State ID file on your local drive or network.
4. Click **Upload** to attach the file. The file displays in the **USID File From The State** grid.

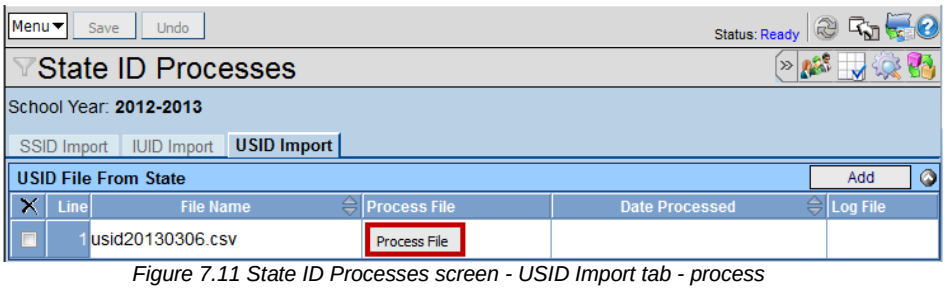

Figure 7.11 State ID Processes screen - USID Import tab - process

5. Click **Process File**. The corrected state IDs are processed and the time and date they were processed display in the **Date Processed** column.

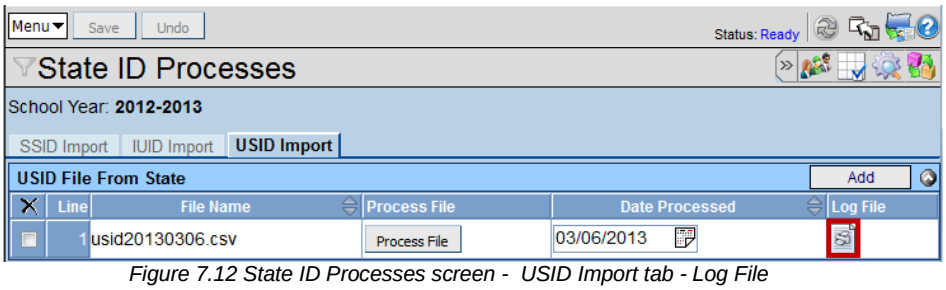

Figure 7.12 State ID Processes screen - USID Import tab - Log File

6. Click the **Log File** to see any errors that occurred when the records were processed.

Chapter Eight:
OREGON SPECIFIC REPORTS

In this chapter, the following topics are covered:

- Accessing Oregon Specific Health Reports
- Accessing Other Oregon Specific Reports

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All the reports in this section are exclusively for Oregon users.

ACCESSING OREGON SPECIFIC HEALTH REPORTS

1. Navigating to Synergy SIS > Health > Reports.
2. Select a report folder, and click on the name of the report.
3. Select the options for generating the report (listed in the following sections.)
4. Click **Print**. The report displays as a PDF file on the screen, which can then be sent to the printer.

   OR

   Click **Email Me**. A PDF file of the report is emailed to the email address in your Synergy SIS profile

Note: For the purposes of this manual, only the report settings and filters available on the **Options** tab of the report interface are detailed. Additional options are available on the other report interface tabs. For more information on the additional options on the report interface tabs, please refer to the manual titled *Synergy SIS – Query & Reporting Guide*.

HLT208 – Oregon Certificate Of Immunization Status

Oregon Law requires proof of immunization or a religious or medical exemption be provided before a child can attend school, preschool, or daycare. The **HLT208 – Oregon Certification Of Immunization Status** lists all the immunizations or exemptions that are currently recorded for the student and requires the parent or guardian to sign certifying the accuracy of the information. This is a two page report for each student.

This report can be filtered using the following settings on the **Options** tab:

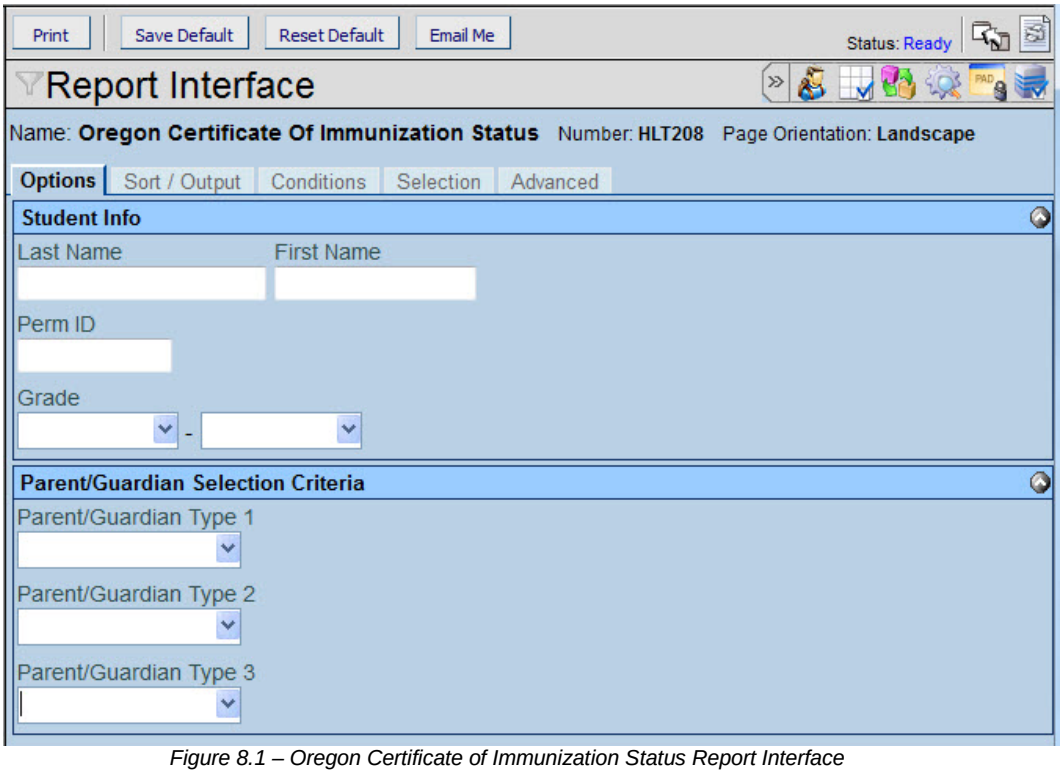

Figure 8.1 – Oregon Certificate of Immunization Status Report Interface

- **Student Info** – select an individual student or group of students based on the **Last Name**, **First Name, Perm ID,** or **Grade**.

  Example: if grade 12 is selected the report prints an individual report for each student in grade 12.

- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the Certificate of Immunization Status will be sent. The options are based on the flags set on the Parent/Guardian tab of the Student screen. Options include:
  - Lives With,
  - Contact Allowed,
  - Ed. Rights,
  - Has Custody, or
  - Mailings Allowed.

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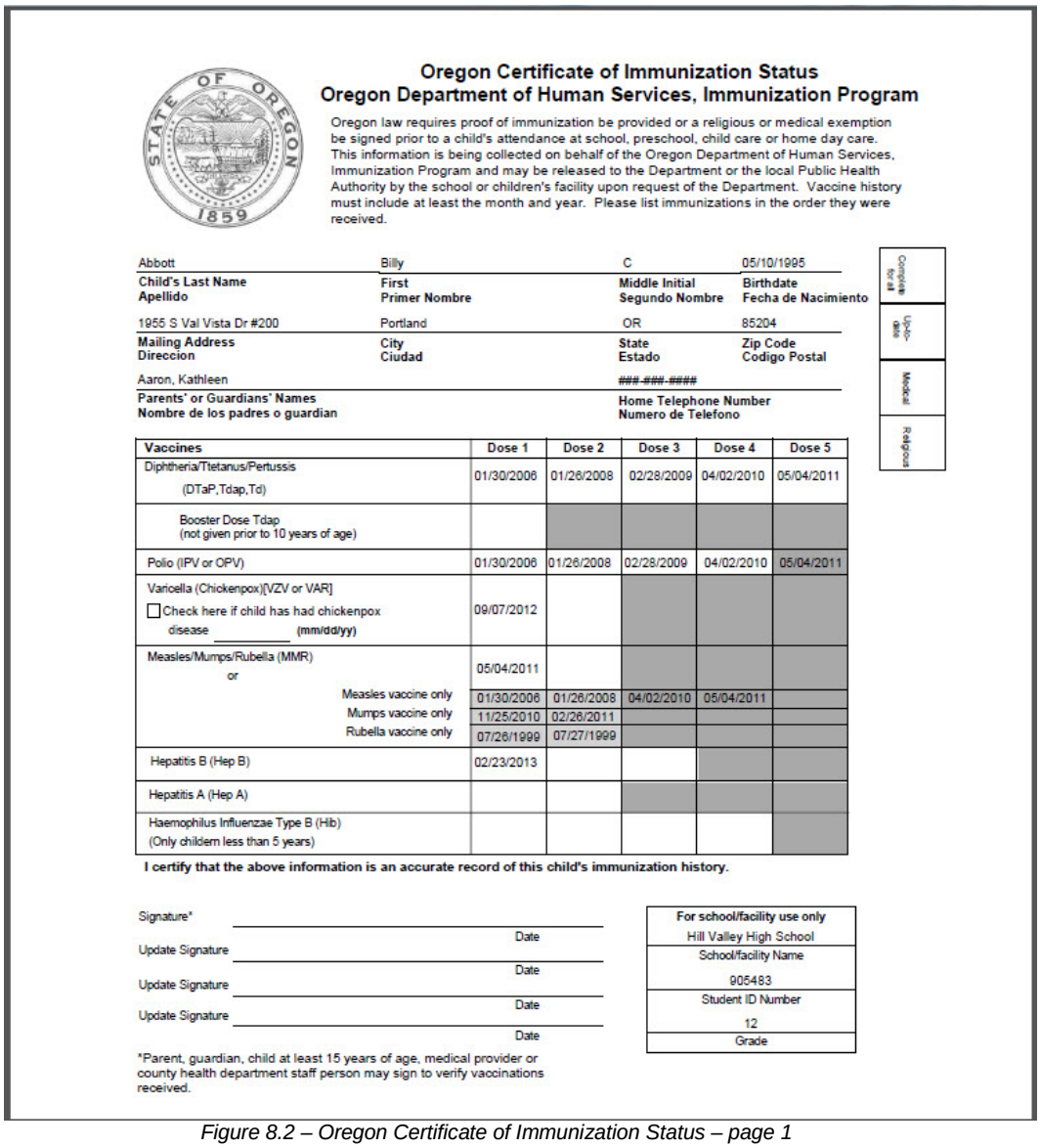


Oregon Certificate of Immunization Status
Oregon Department of Human Services, Immunization Program

Oregon law requires proof of immunization be provided or a religious or medical exemption be signed prior to a child's attendance at school, preschool, child care or home day care. This information is being collected on behalf of the Oregon Department of Human Services, Immunization Program and may be released to the Department or the local Public Health Authority by the school or children's facility upon request of the Department. Vaccine history must include at least the month and year. Please list immunizations in the order they were received.

Child's Last Name / Apellido	First / Primer Nombre	Middle Initial / Segundo Nombre	Birthdate / Fecha de Nacimiento
Abbott	Billy	C	05/10/1995

Mailing Address / Direccion	City / Ciudad	State / Estado	Zip Code / Codigo Postal
1955 S Val Vista Dr #200	Portland	OR	85204

Parents' or Guardians' Names / Nombre de los padres o guardian	Home Telephone Number / Numero de Telefono
Aaron, Kathleen	###-###-####

Complete for all | Up-to-date | Medical | Religious

Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
Diphtheria/Tetanus/Pertussis (DTaP,Tdap,Td)	01/30/2006	01/26/2008	02/28/2009	04/02/2010	05/04/2011
Booster Dose Tdap (not given prior to 10 years of age)					
Polio (IPV or OPV)	01/30/2006	01/26/2008	02/28/2009	04/02/2010	05/04/2011
Varicella (Chickenpox)[VZV or VAR] ☐ Check here if child has had chickenpox disease _____ (mm/dd/yy)	09/07/2012				
Measles/Mumps/Rubella (MMR) or	05/04/2011				
Measles vaccine only	01/30/2006	01/26/2008	04/02/2010	05/04/2011	
Mumps vaccine only	11/25/2010	02/26/2011			
Rubella vaccine only	07/26/1999	07/27/1999			
Hepatitis B (Hep B)	02/23/2013				
Hepatitis A (Hep A)					
Haemophilus Influenzae Type B (Hib) (Only children less than 5 years)					

I certify that the above information is an accurate record of this child's immunization history.

Signature* _____ Date

Update Signature _____ Date

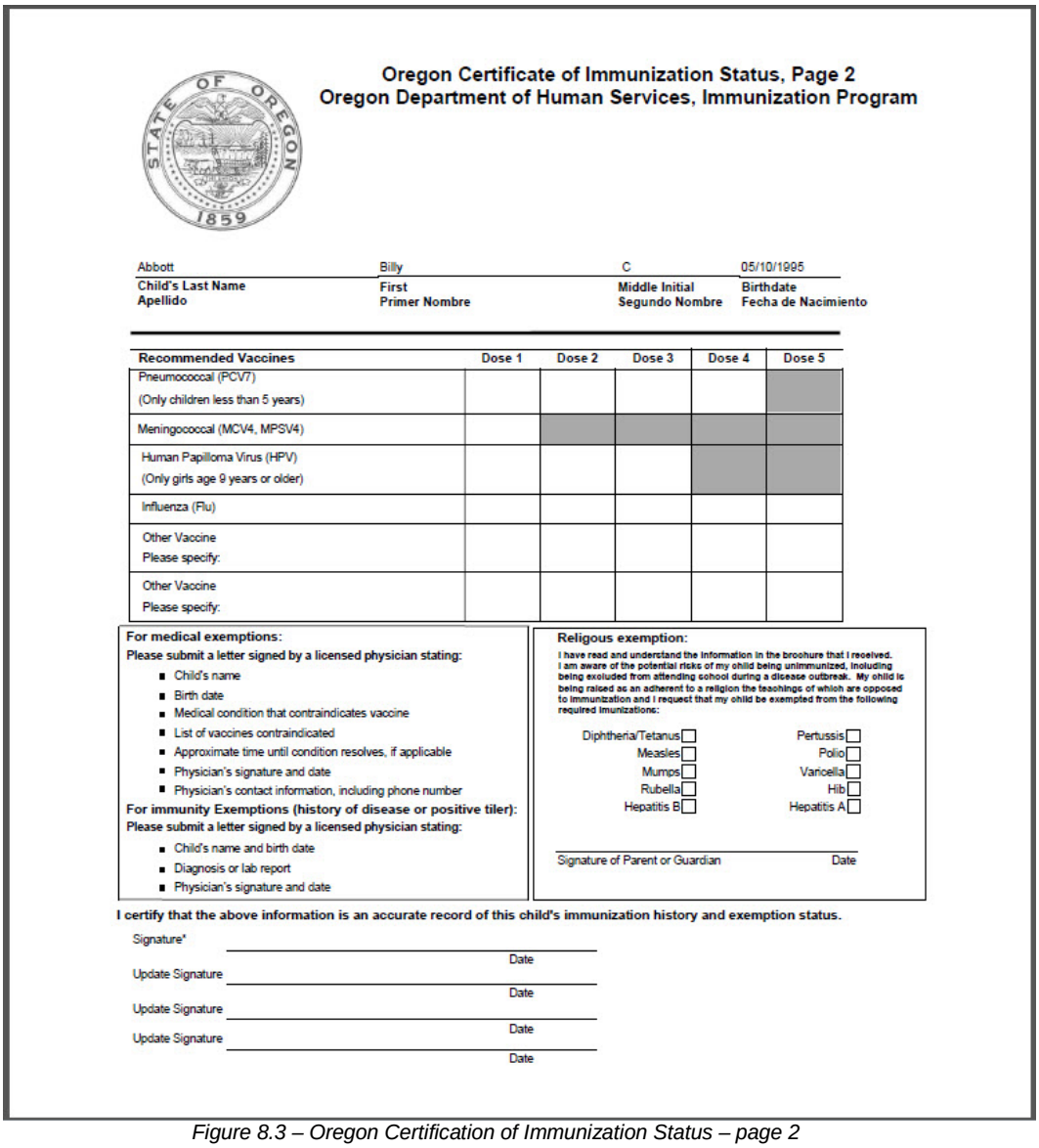
Update Signature _____ Date

Update Signature _____ Date

*Parent, guardian, child at least 15 years of age, medical provider or county health department staff person may sign to verify vaccinations received.

For school/facility use only
Hill Valley High School
School/facility Name
905483
Student ID Number
12
Grade

Figure 8.2 – Oregon Certificate of Immunization Status – page 1



Oregon Certificate of Immunization Status, Page 2
Oregon Department of Human Services, Immunization Program

Abbott	Billy	C	05/10/1995
Child's Last Name **Apellido**	**First** **Primer Nombre**	**Middle Initial** **Segundo Nombre**	**Birthdate** **Fecha de Nacimiento**

Recommended Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
Pneumococcal (PCV7) (Only children less than 5 years)					
Meningococcal (MCV4, MPSV4)					
Human Papilloma Virus (HPV) (Only girls age 9 years or older)					
Influenza (Flu)					
Other Vaccine Please specify:					
Other Vaccine Please specify:					

For medical exemptions:
Please submit a letter signed by a licensed physician stating:

- Child's name
- Birth date
- Medical condition that contraindicates vaccine
- List of vaccines contraindicated
- Approximate time until condition resolves, if applicable
- Physician's signature and date
- Physician's contact information, including phone number

For immunity Exemptions (history of disease or positive tiler):
Please submit a letter signed by a licensed physician stating:

- Child's name and birth date
- Diagnosis or lab report
- Physician's signature and date

Religous exemption:

I have read and understand the information in the brochure that I received. I am aware of the potential risks of my child being unimmunized, including being excluded from attending school during a disease outbreak. My child is being raised as an adherent to a religion the teachings of which are opposed to immunization and I request that my child be exempted from the following required imunizations:

Diphtheria/Tetanus ☐	Pertussis ☐
Measles ☐	Polio ☐
Mumps ☐	Varicella ☐
Rubella ☐	Hib ☐
Hepatitis B ☐	Hepatitis A ☐

Signature of Parent or Guardian _____ Date

I certify that the above information is an accurate record of this child's immunization history and exemption status.

Signature* _____ Date

Update Signature _____ Date

Update Signature _____ Date

Update Signature _____ Date

Figure 8.3 – Oregon Certification of Immunization Status – page 2

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HLT215 – Exclusion Order Insufficient/Incomplete report

The **HLT215 – Exclusion Order Insufficient/Incomplete** indicates when students' vaccination records are incomplete or insufficient. The report creates letters that schools can mail to the students' parents and guardians indicating which records are incomplete or insufficient. The letter states that as of a designated exclusion date, the student will not be allowed to return to school without the required vaccinations and proper records.

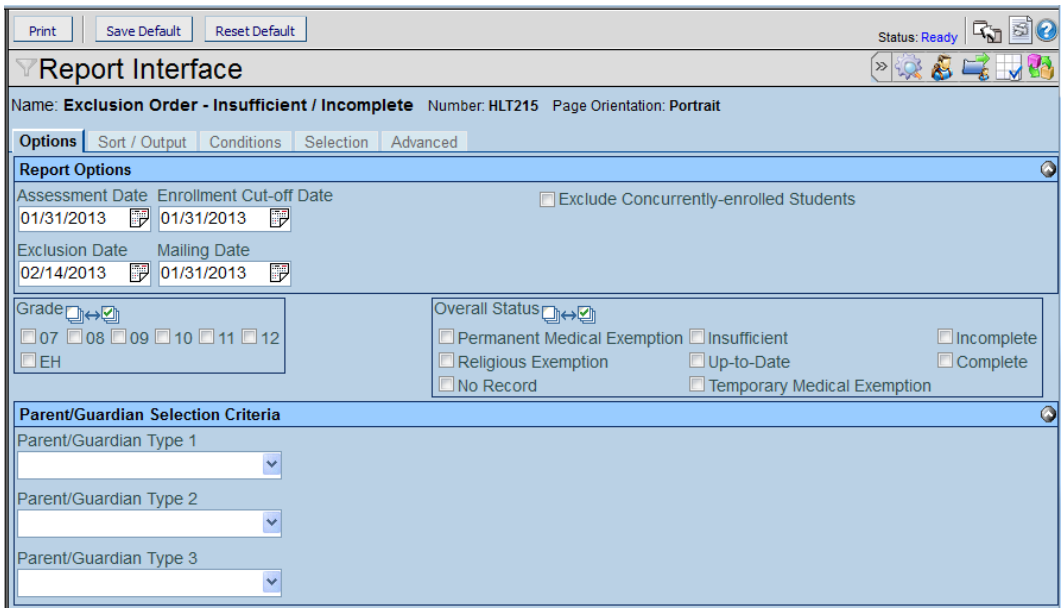

Figure 8.4: HLT215 Exclusion Order Insufficient/Incomplete - School version

This report can be filtered using the following settings on the **Options** tab:

- **Assessment Date** – The students' series and overall status are calculated based on this date.
- **Mailing Date** – The date that the exclusion orders will be mailed to the parents or guardians.
- **Exclusion Date** – The date that the students will be excluded from school unless the records are updated.
- **Enrollment Cut-off Date** – Students who were enrolled after this date will not be included in the report.
- **Exclude Concurrently-enrolled Students** – does not include the records of students who are concurrently enrolled in the school running the report.
- **Grade** – includes student records for the selected grades. If no selection is made, all grades are included.
- **Overall Status** – includes student records with the selected status. If no selection is made, all statuses are included.
- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the exclusion order will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:

- Lives With,
- Contact Allowed,
- Ed. Rights,
- Has Custody, or
- Mailings Allowed.

If focused to the District level, two additional filters are available on the report interface.

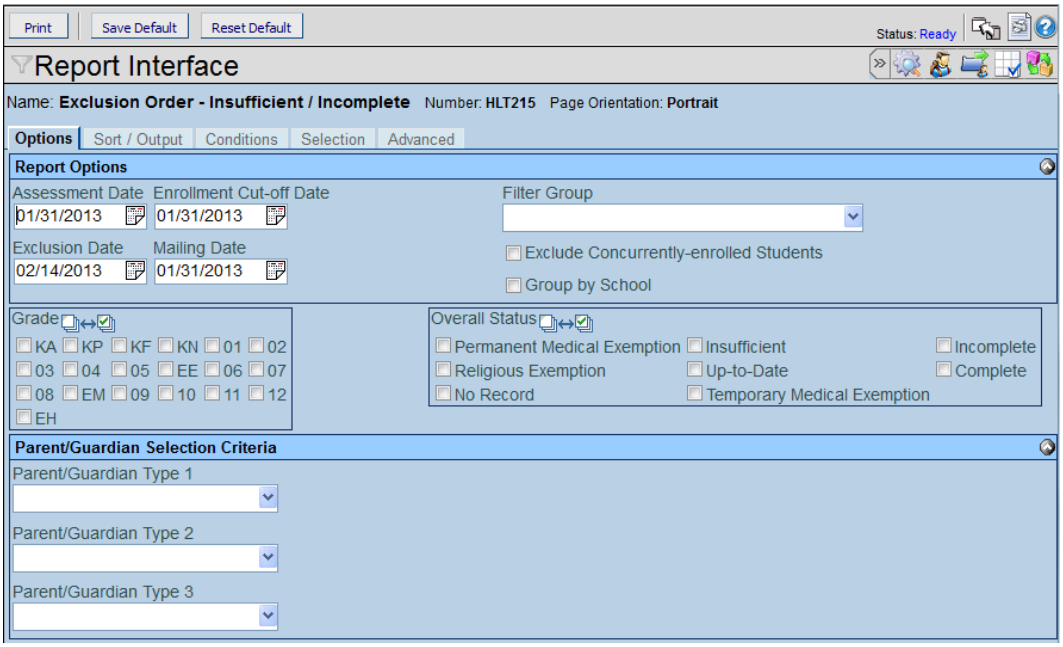

Figure 8.5: HLT215 Exclusion Order Insufficient/Incomplete - District version

- **Filter Group** – includes records of students who are members of the selected group. The groups are defined on the **Filter Group Definition** screen. See Creating Filter Group Definitions.
- **Group by School** – groups the exclusion order letters created by school.

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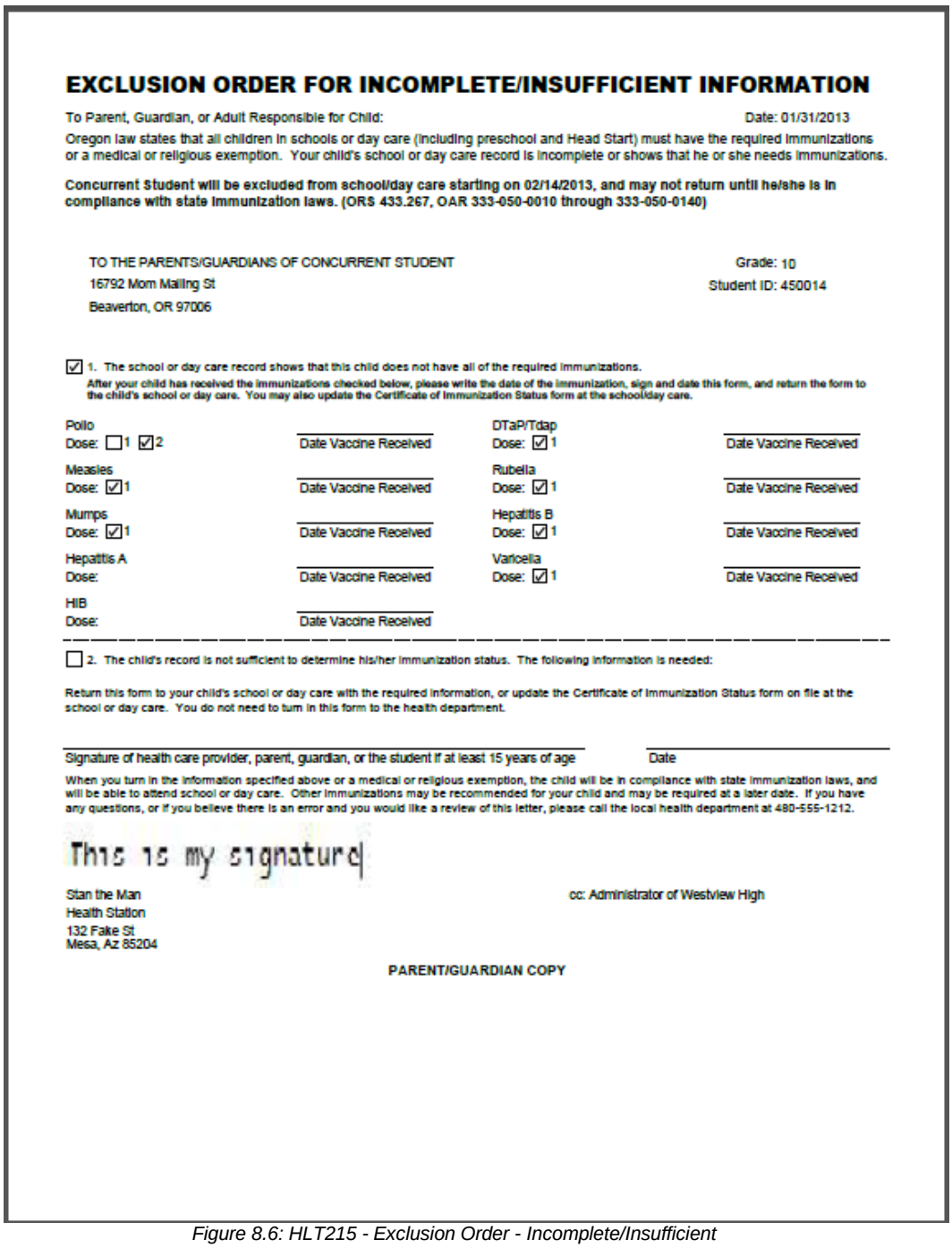
On the **HLT215 – Exclusion Order Insufficient/Incomplete** letters, if the student's vaccination records are incomplete, only the first section of the letter is checked and populated. If the student's records are insufficient, meaning the status of their vaccinations cannot be verified, only the second section of the letter is checked and populated.



EXCLUSION ORDER FOR INCOMPLETE/INSUFFICIENT INFORMATION

To Parent, Guardian, or Adult Responsible for Child: Date: 01/31/2013

Oregon law states that all children in schools or day care (including preschool and Head Start) must have the required immunizations or a medical or religious exemption. Your child's school or day care record is incomplete or shows that he or she needs immunizations.

Concurrent Student will be excluded from school/day care starting on 02/14/2013, and may not return until he/she is in compliance with state immunization laws. (ORS 433.267, OAR 333-050-0010 through 333-050-0140)

TO THE PARENTS/GUARDIANS OF CONCURRENT STUDENT
16792 Mom Mailing St
Beaverton, OR 97006

Grade: 10
Student ID: 450014

☑ 1. The school or day care record shows that this child does not have all of the required immunizations.
After your child has received the immunizations checked below, please write the date of the immunization, sign and date this form, and return the form to the child's school or day care. You may also update the Certificate of Immunization Status form at the school/day care.

Polio Dose: ☐1 ☑2	Date Vaccine Received	DTaP/Tdap Dose: ☑1	Date Vaccine Received
Measles Dose: ☑1	Date Vaccine Received	Rubella Dose: ☑1	Date Vaccine Received
Mumps Dose: ☑1	Date Vaccine Received	Hepatitis B Dose: ☑1	Date Vaccine Received
Hepatitis A Dose:	Date Vaccine Received	Varicella Dose: ☑1	Date Vaccine Received
HIB Dose:	Date Vaccine Received		

☐ 2. The child's record is not sufficient to determine his/her immunization status. The following information is needed:

Return this form to your child's school or day care with the required information, or update the Certificate of Immunization Status form on file at the school or day care. You do not need to turn in this form to the health department.

Signature of health care provider, parent, guardian, or the student if at least 15 years of age — Date

When you turn in the information specified above or a medical or religious exemption, the child will be in compliance with state immunization laws, and will be able to attend school or day care. Other immunizations may be recommended for your child and may be required at a later date. If you have any questions, or if you believe there is an error and you would like a review of this letter, please call the local health department at 480-555-1212.

This is my signature

Stan the Man
Health Station
132 Fake St
Mesa, Az 85204

cc: Administrator of Westview High

PARENT/GUARDIAN COPY

Figure 8.6: HLT215 - Exclusion Order - Incomplete/Insufficient

HLT216 – Exclusion Order No Record report

The **HLT216 – Exclusion Order No Record** indicates students who do not have vaccination records on file. The report creates letters that schools can mail to the students' parents and guardians indicating that they do not have records in the system. The letter states that as of a designated exclusion date, the student will not be allowed to return to school without the required vaccinations and proper records.

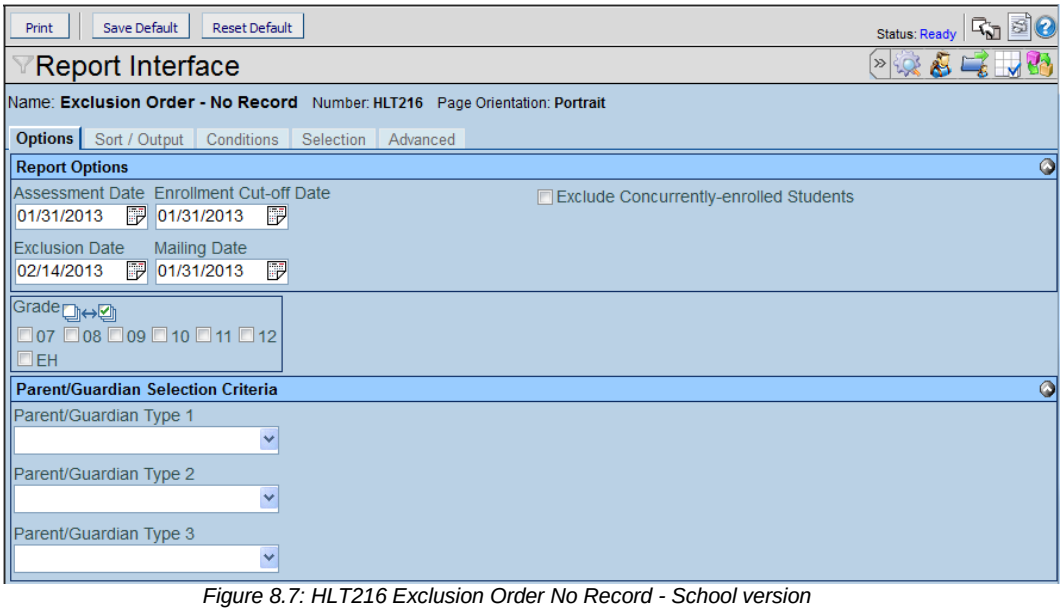


Figure 8.7: HLT216 Exclusion Order No Record - School version

This report can be filtered using the following settings on the **Options** tab:

- **Assessment Date** – The students' series and overall status are calculated based on this date.
- **Mailing Date** – The date that the exclusion orders will be mailed to the parents or guardians.
- **Exclusion Date** – The date that the students will be excluded from school unless the records are updated.
- **Enrollment Cut-off Date** – Students who were enrolled after this date will not be included in the report.
- **Exclude Concurrently-enrolled Students** – does not include the records of students who are concurrently enrolled in the school running the report.
- **Grade** – includes student records for the selected grades. If no selection is made, all grades are included.
- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the exclusion order will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:
    - Lives With,

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- Contact Allowed,
- Ed. Rights,
- Has Custody, or
- Mailings Allowed.

If focused to the District level, two additional filters are available on the report interface.

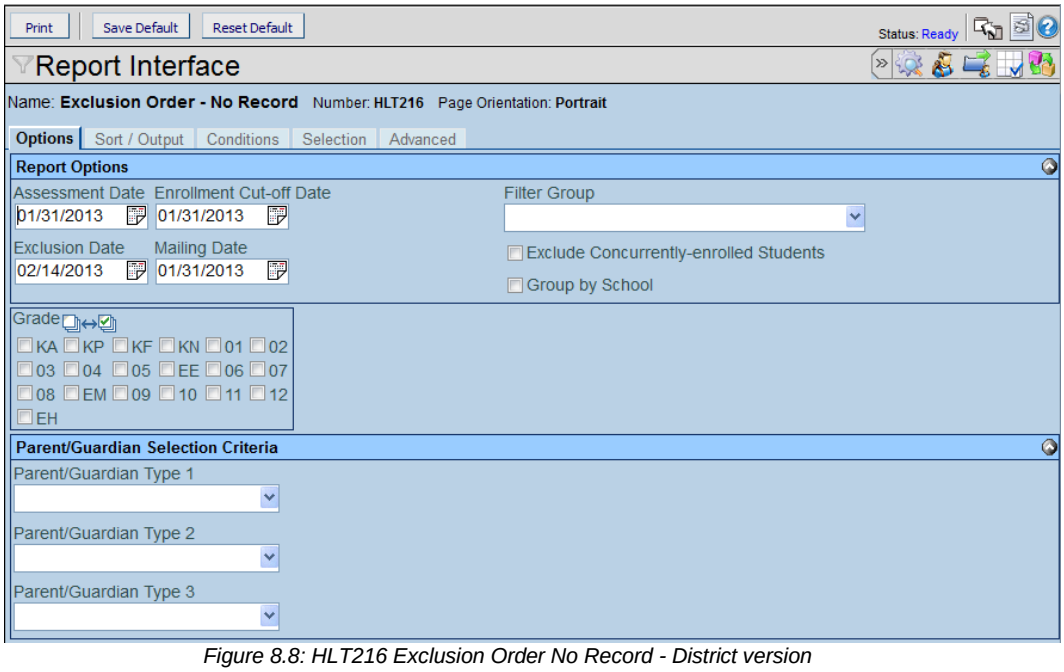
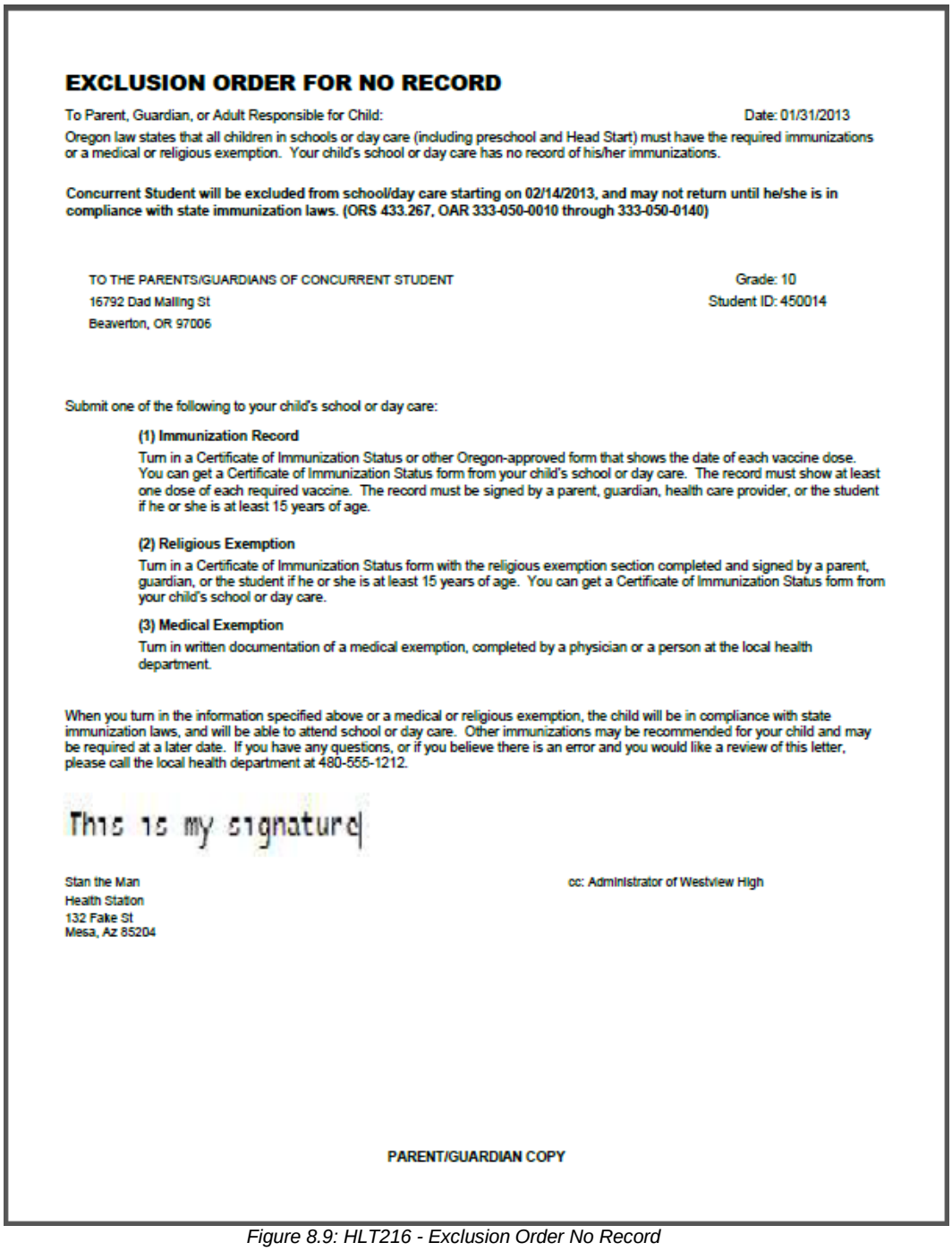


Figure 8.8: HLT216 Exclusion Order No Record - District version

- **Filter Group** – includes records of students who are members of the selected group. The groups are defined on the **Filter Group Definition** screen. See Creating Filter Group Definitions.
- **Group by School** – groups the exclusion order letters created by school.



EXCLUSION ORDER FOR NO RECORD

To Parent, Guardian, or Adult Responsible for Child: Date: 01/31/2013

Oregon law states that all children in schools or day care (including preschool and Head Start) must have the required immunizations or a medical or religious exemption. Your child's school or day care has no record of his/her immunizations.

Concurrent Student will be excluded from school/day care starting on 02/14/2013, and may not return until he/she is in compliance with state immunization laws. (ORS 433.267, OAR 333-050-0010 through 333-050-0140)

TO THE PARENTS/GUARDIANS OF CONCURRENT STUDENT
16792 Dad Malling St
Beaverton, OR 97006

Grade: 10
Student ID: 450014

Submit one of the following to your child's school or day care:

(1) Immunization Record

Turn in a Certificate of Immunization Status or other Oregon-approved form that shows the date of each vaccine dose. You can get a Certificate of Immunization Status form from your child's school or day care. The record must show at least one dose of each required vaccine. The record must be signed by a parent, guardian, health care provider, or the student if he or she is at least 15 years of age.

(2) Religious Exemption

Turn in a Certificate of Immunization Status form with the religious exemption section completed and signed by a parent, guardian, or the student if he or she is at least 15 years of age. You can get a Certificate of Immunization Status form from your child's school or day care.

(3) Medical Exemption

Turn in written documentation of a medical exemption, completed by a physician or a person at the local health department.

When you turn in the information specified above or a medical or religious exemption, the child will be in compliance with state immunization laws, and will be able to attend school or day care. Other immunizations may be recommended for your child and may be required at a later date. If you have any questions, or if you believe there is an error and you would like a review of this letter, please call the local health department at 480-555-1212.

This is my signature

Stan the Man
Health Station
132 Fake St
Mesa, Az 85204

cc: Administrator of Westview High

PARENT/GUARDIAN COPY

Figure 8.9: HLT216 - Exclusion Order No Record

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HLT414 – Student Immunization List

The HLT414 - Student Immunization List displays all the required immunizations, and is sorted by student. It indicates if the student is complete or incomplete on all required doses of the immunization and the dates the immunization was received. It also indicates if the student is exempt from the immunization and why, as well as if the parent's signature is on file. The last page of the report has a summary of the students who are complete or incomplete on their immunizations.

This report can be filtered using the following settings on the **Options** tab:

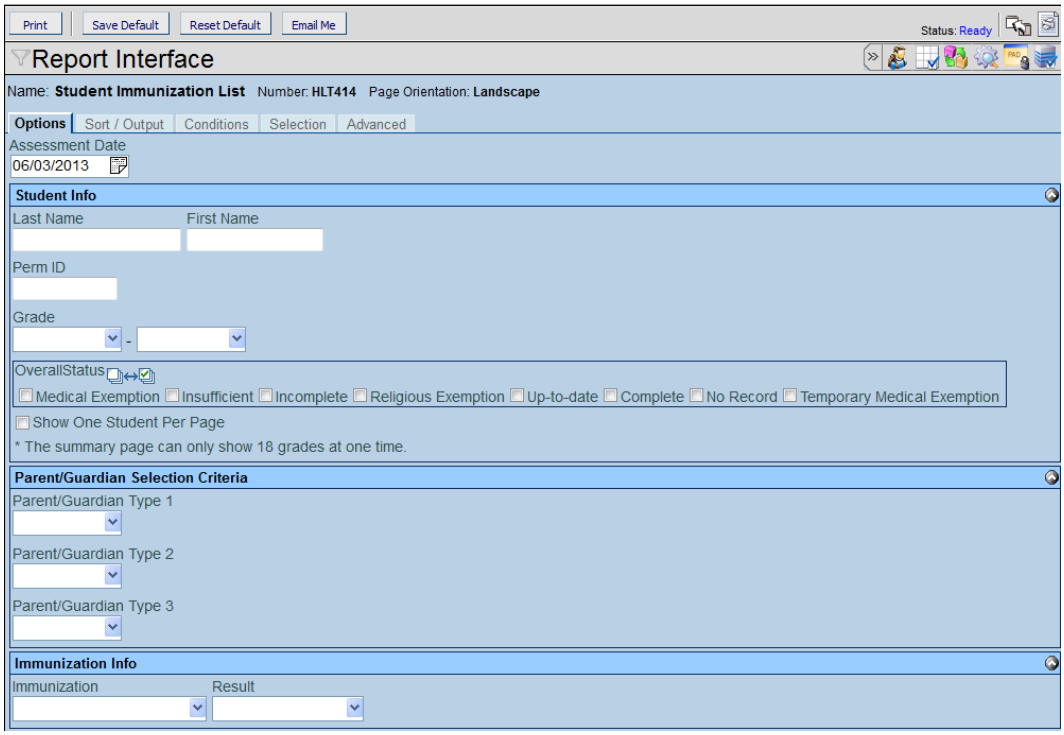

Figure 8.10 HLT414 Student Immunization List Report Interface

- **Assessment Date** – includes immunizations received before a particular date. This date must be entered in MM/DD/YY format or can be selected by clicking on the Calendar button.
- **Student Info** – select an individual student or group of students based on the **Last Name**, **First Name, Perm ID,** or **Grade**.

  Example: if grade 12 is selected the report prints an individual report for each student in grade 12.
- **Overall Status** – filters by a student's overall immunization status. If none are selected, all are included.
- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the Certificate of Immunization Status will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:

- Lives With,
- Contact Allowed,
- Ed. Rights,
- Has Custody, or
- Mailings Allowed.

- **Immunization Info** – filters by a specific type of **Immunization** and the status **Result** for the selected immunization.

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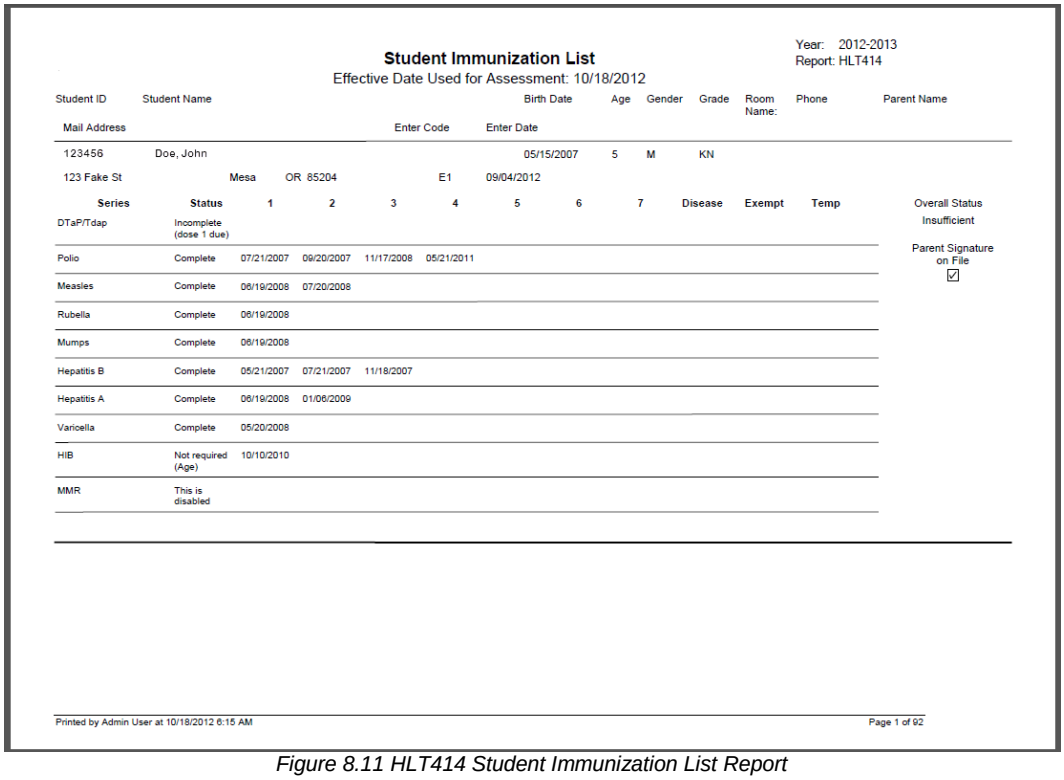


Student Immunization List

Year: 2012-2013
Report: HLT414

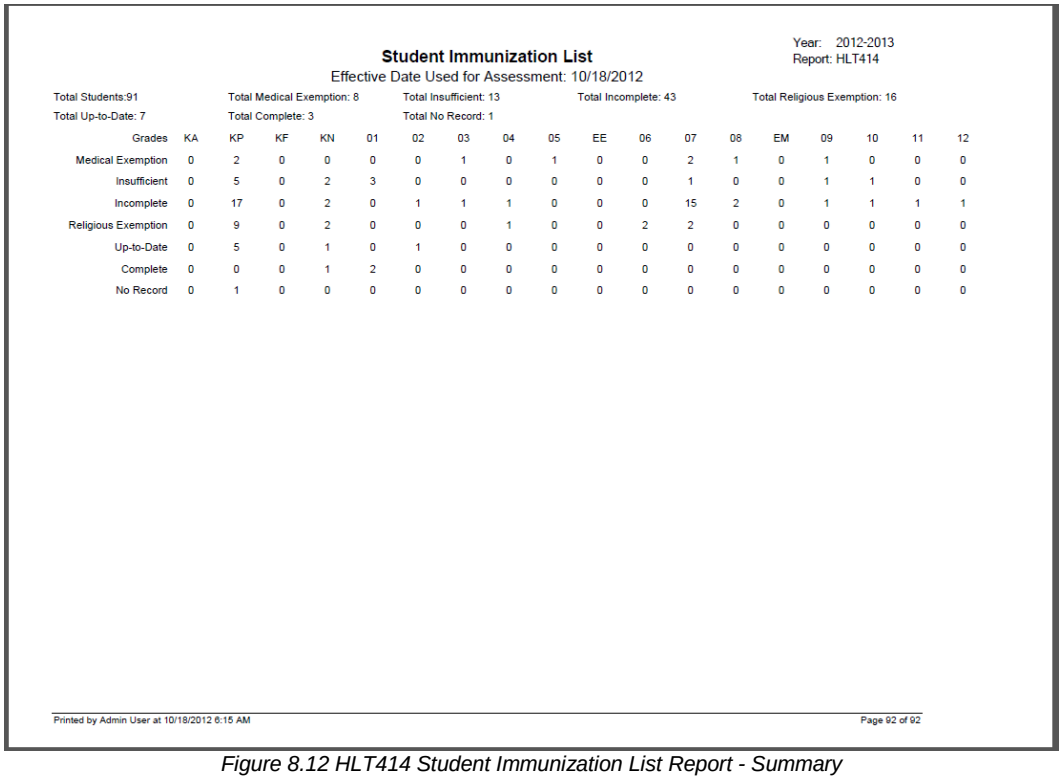
Effective Date Used for Assessment: 10/18/2012

Student ID	Student Name					Birth Date	Age	Gender	Grade	Room Name:	Phone	Parent Name
Mail Address					Enter Code	Enter Date						
123456	Doe, John					05/15/2007	5	M	KN			
123 Fake St	Mesa	OR	85204		E1	09/04/2012						

Series	Status	1	2	3	4	5	6	7	Disease	Exempt	Temp	Overall Status
DTaP/Tdap	Incomplete (dose 1 due)											Insufficient
Polio	Complete	07/21/2007	09/20/2007	11/17/2008	05/21/2011							Parent Signature on File ☑
Measles	Complete	06/19/2008	07/20/2008									
Rubella	Complete	06/19/2008										
Mumps	Complete	06/19/2008										
Hepatitis B	Complete	05/21/2007	07/21/2007	11/18/2007								
Hepatitis A	Complete	06/19/2008	01/06/2009									
Varicella	Complete	05/20/2008										
HIB	Not required (Age)	10/10/2010										
MMR	This is disabled											

Printed by Admin User at 10/18/2012 6:15 AM — Page 1 of 92

Figure 8.11 HLT414 Student Immunization List Report



Student Immunization List

Year: 2012-2013
Report: HLT414

Effective Date Used for Assessment: 10/18/2012

Total Students:91 — Total Medical Exemption: 8 — Total Insufficient: 13 — Total Incomplete: 43 — Total Religious Exemption: 16

Total Up-to-Date: 7 — Total Complete: 3 — Total No Record: 1

Grades	KA	KP	KF	KN	01	02	03	04	05	EE	06	07	08	EM	09	10	11	12
Medical Exemption	0	2	0	0	0	0	1	0	1	0	0	2	1	0	1	0	0	0
Insufficient	0	5	0	2	3	0	0	0	0	0	0	1	0	0	1	1	0	0
Incomplete	0	17	0	2	0	1	1	1	0	0	0	15	2	0	1	1	1	1
Religious Exemption	0	9	0	2	0	0	0	1	0	0	2	2	0	0	0	0	0	0
Up-to-Date	0	5	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Complete	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0
No Record	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Printed by Admin User at 10/18/2012 6:15 AM — Page 92 of 92

Figure 8.12 HLT414 Student Immunization List Report - Summary

HLT515 – Oregon Certificate of Immunization Status

Oregon Law requires proof of immunization or a religious or medical exemption be provided before a child can attend school, preschool, or daycare. The **HLT515 – Oregon Certification Of Immunization Status** lists all the immunizations or exemptions that are currently recorded for the student and requires the parent or guardian to sign certifying the accuracy of the information.

This report can be filtered by the student's overall compliance status, or by their status for a specific immunization. One page prints for each student.

This report can be filtered using the following settings on the **Options** tab:

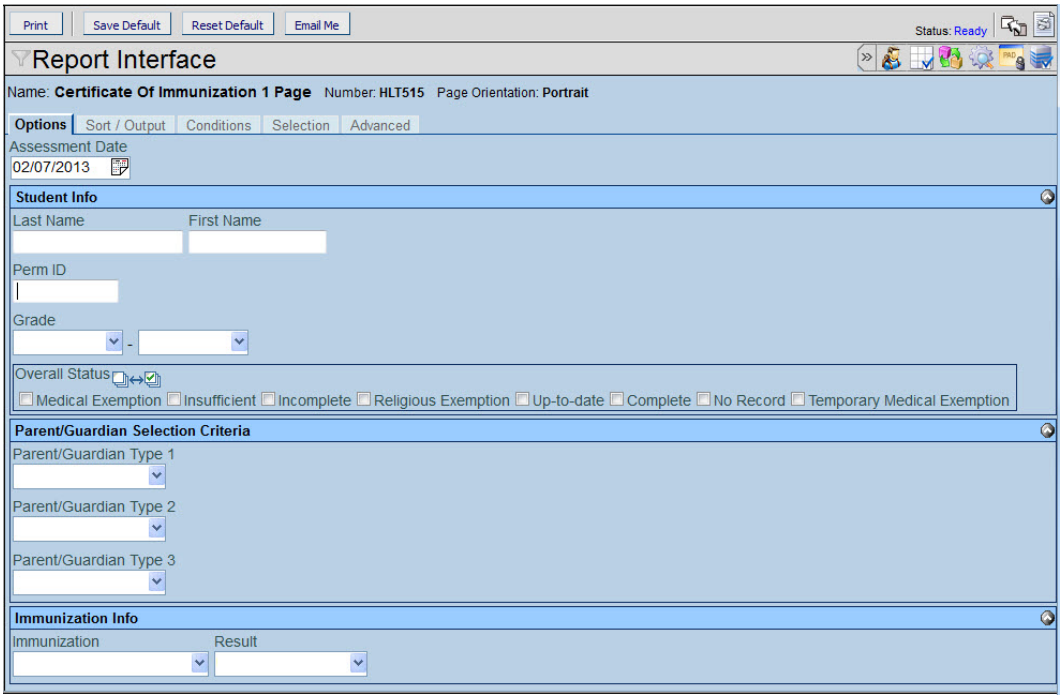


Figure 8.13 – HLT515 Certificate of Immunization 1 Page Report Interface

- **Student Info** – select an individual student or group of students based on the **Last Name**, **First Name, Perm ID,** or **Grade**.

  Example: if grade 12 is selected the report prints an individual report for each student in grade 12.

- **Overall Status** – filters by a student's overall immunization status. If none are selected, all are included.

- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the Certificate of Immunization Status will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:

  - Lives With,

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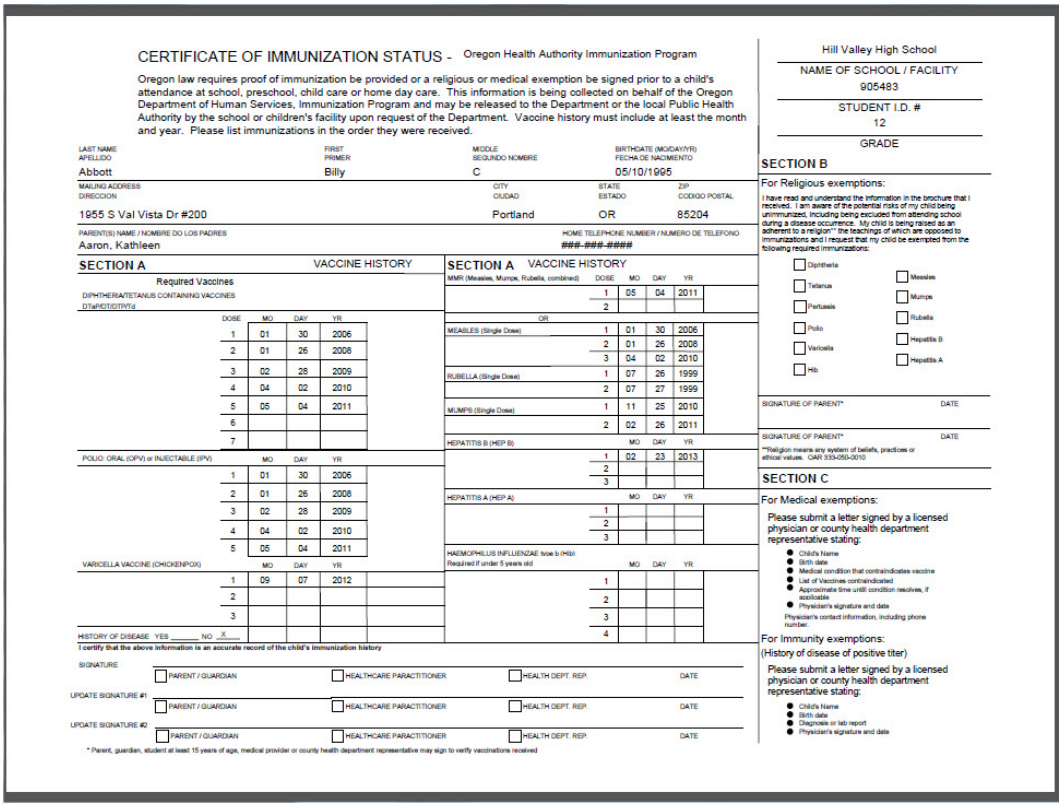
- Contact Allowed,
- Ed. Rights,
- Has Custody, or
- Mailings Allowed.

- **Immunization Info** – filters by a specific type of **Immunization** and the status **Result** for the selected immunization.



CERTIFICATE OF IMMUNIZATION STATUS - Oregon Health Authority Immunization Program

Oregon law requires proof of immunization be provided or a religious or medical exemption be signed prior to a child's attendance at school, preschool, child care or home day care. This information is being collected on behalf of the Oregon Department of Human Services, Immunization Program and may be released to the Department or the local Public Health Authority by the school or children's facility upon request of the Department. Vaccine history must include at least the month and year. Please list immunizations in the order they were received.

Hill Valley High School
NAME OF SCHOOL / FACILITY
905483
STUDENT I.D. #
12
GRADE

LAST NAME / APELLIDO	FIRST / PRIMER	MIDDLE / SEGUNDO NOMBRE	BIRTHDATE (MO/DAY/YR) / FECHA DE NACIMIENTO
Abbott	Billy	C	05/10/1995

MAILING ADDRESS / DIRECCION	CITY / CIUDAD	STATE / ESTADO	ZIP / CODIGO POSTAL
1955 S Val Vista Dr #200	Portland	OR	85204

PARENT(S) NAME / NOMBRE DO LOS PADRES: Aaron, Kathleen
HOME TELEPHONE NUMBER / NUMERO DE TELEFONO: ###-###-####

SECTION A VACCINE HISTORY

Required Vaccines

DIPHTHERIA/TETANUS CONTAINING VACCINES DTaP/DT/DTP/Td

DOSE	MO	DAY	YR
1	01	30	2006
2	01	26	2008
3	02	28	2009
4	04	02	2010
5	05	04	2011
6			
7			

POLIO: ORAL (OPV) or INJECTABLE (IPV)

	MO	DAY	YR
1	01	30	2006
2	01	26	2008
3	02	28	2009
4	04	02	2010
5	05	04	2011

VARICELLA VACCINE (CHICKENPOX)

	MO	DAY	YR
1	09	07	2012
2			
3			

HISTORY OF DISEASE YES _____ NO X

I certify that the above information is an accurate record of the child's immunization history

SECTION A VACCINE HISTORY

MMR (Measles, Mumps, Rubella, combined)

DOSE	MO	DAY	YR
1	05	04	2011
2			

OR

	DOSE	MO	DAY	YR
MEASLES (Single Dose)	1	01	30	2006
	2	01	26	2008
	3	04	02	2010
RUBELLA (Single Dose)	1	07	26	1999
	2	07	27	1999
MUMPS (Single Dose)	1	11	25	2010
	2	02	26	2011

HEPATITIS B (HEP B)

	MO	DAY	YR
1	02	23	2013
2			
3			

HEPATITIS A (HEP A)

	MO	DAY	YR
1			
2			
3			

HAEMOPHILUS INFLUENZAE type b (Hib)
Required if under 5 years old

	MO	DAY	YR
1			
2			
3			
4			

SECTION B

For Religious exemptions:

I have read and understand the information in the brochure that I received. I am aware of the potential risks of my child being unimmunized, including being excluded from attending school during a disease occurrence. My child is being raised as an adherent to a religion** the teachings of which are opposed to immunizations and I request that my child be exempted from the following required immunizations:

- ☐ Diphtheria
- ☐ Tetanus
- ☐ Pertussis
- ☐ Polio
- ☐ Varicella
- ☐ Hib
- ☐ Measles
- ☐ Mumps
- ☐ Rubella
- ☐ Hepatitis B
- ☐ Hepatitis A

SIGNATURE OF PARENT* DATE

SIGNATURE OF PARENT* DATE

**Religion means any system of beliefs, practices or ethical values. OAR 333-050-0010

SECTION C

For Medical exemptions:

Please submit a letter signed by a licensed physician or county health department representative stating:

- Child's Name
- Birth date
- Medical condition that contraindicates vaccine
- List of Vaccines contraindicated
- Approximate time until condition resolves, if applicable
- Physician's signature and date

Physician's contact information, including phone number.

For Immunity exemptions:

(History of disease of positive titer)

Please submit a letter signed by a licensed physician or county health department representative stating:

- Child's Name
- Birth date
- Diagnosis or lab report
- Physician's signature and date

SIGNATURE ☐ PARENT / GUARDIAN ☐ HEALTHCARE PARACTITIONER ☐ HEALTH DEPT. REP. DATE

UPDATE SIGNATURE #1 ☐ PARENT / GUARDIAN ☐ HEALTHCARE PARACTITIONER ☐ HEALTH DEPT. REP. DATE

UPDATE SIGNATURE #2 ☐ PARENT / GUARDIAN ☐ HEALTHCARE PARACTITIONER ☐ HEALTH DEPT. REP. DATE

* Parent, guardian, student at least 15 years of age, medical provider or county health department representative may sign to verify vaccinations received

Figure 8.14 – HLT515 Certificate of Immunization 1 Page Report

HLT619 – Immunization Primary Review Summary, Section A

The **HLT619 – Immunization Primary Review Summary** report creates and populates the Oregon Health Authority's Form 53-04 A form, listing the number of students who are compliant, non-compliant, or exempt for immunizations at a school. The school submits the form to their local county health department.

This report can be filtered using the following settings on the **Options** tab:

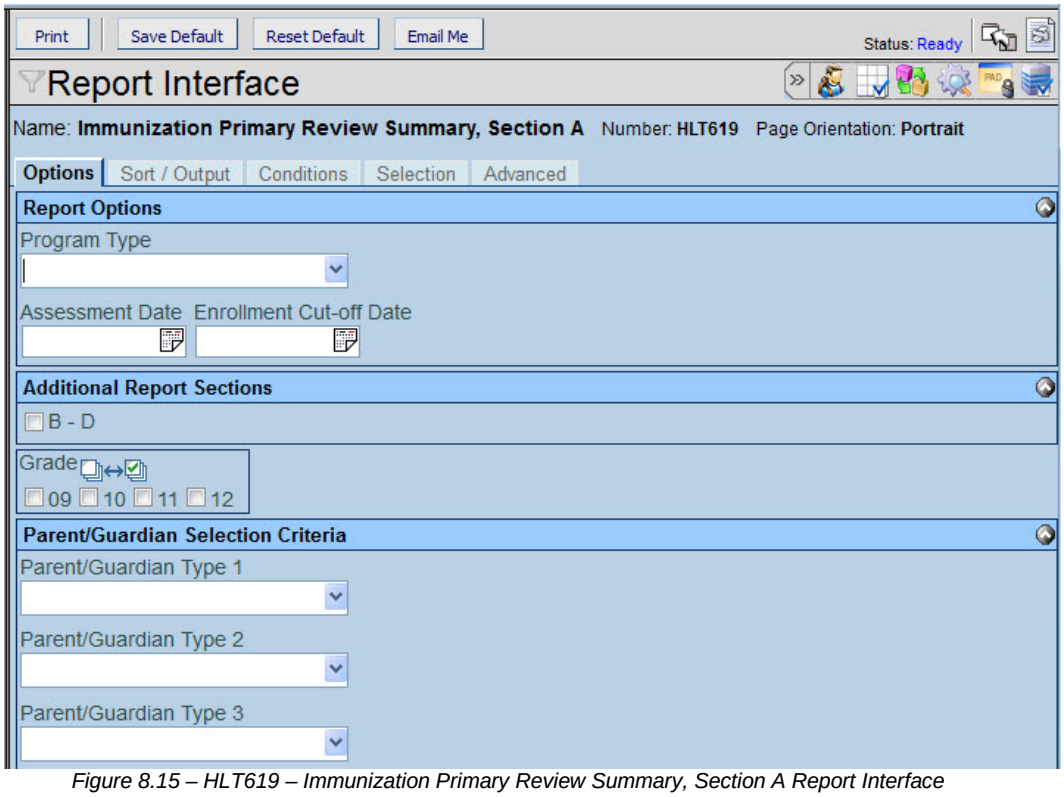


Figure 8.15 – HLT619 – Immunization Primary Review Summary, Section A Report Interface

- **Program Type** – select an educational program to include in the report. The options are:
    - Head Start
    - Preschool/daycare
    - Private school
    - Public/charter school
- **Assessment** – select a date to determine the students overall statuses. This means, the student's overall immunization status as of the selected date is reported.
- **Enrollment Cut-off Date** – select an inclusion cut-off date. This means, students whose enrollment date is after the cut-off date are excluded from the report. The cut-off date is not displayed on the report itself.
- **Grade** – select the grade or grades to include in the report.

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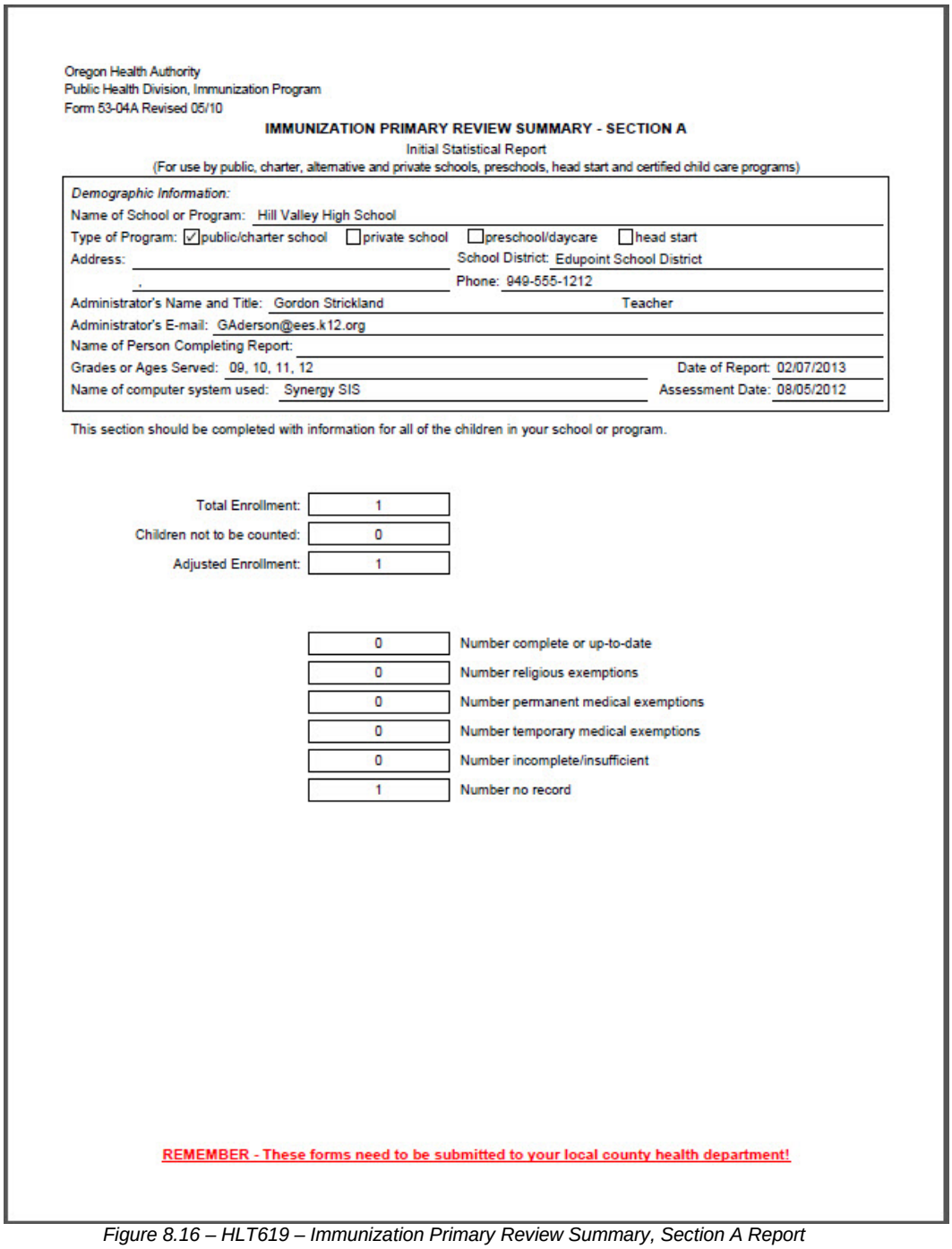
- **Additional Report Sections** – includes sections B, C, and D in the report submitted to the local health department. By default, only section A prints.
- **Parent/Guardian Selection Criteria** – identifies the parent or guardian to whom the Certificate of Immunization Status will be sent. The options are based on the flags set on the **Parent/Guardian** tab of the **Student** screen. Options include:
    - Lives With,
    - Contact Allowed,
    - Ed. Rights,
    - Has Custody, or
    - Mailings Allowed.



Oregon Health Authority
Public Health Division, Immunization Program
Form 53-04A Revised 05/10

IMMUNIZATION PRIMARY REVIEW SUMMARY - SECTION A

Initial Statistical Report

(For use by public, charter, alternative and private schools, preschools, head start and certified child care programs)

Demographic Information:

Name of School or Program: Hill Valley High School

Type of Program: ☑ public/charter school ☐ private school ☐ preschool/daycare ☐ head start

Address: _____ School District: Edupoint School District

_____ Phone: 949-555-1212

Administrator's Name and Title: Gordon Strickland Teacher

Administrator's E-mail: GAderson@ees.k12.org

Name of Person Completing Report: _____

Grades or Ages Served: 09, 10, 11, 12 Date of Report: 02/07/2013

Name of computer system used: Synergy SIS Assessment Date: 08/05/2012

This section should be completed with information for all of the children in your school or program.

Total Enrollment:	1
Children not to be counted:	0
Adjusted Enrollment:	1

0	Number complete or up-to-date
0	Number religious exemptions
0	Number permanent medical exemptions
0	Number temporary medical exemptions
0	Number incomplete/insufficient
1	Number no record

REMEMBER - These forms need to be submitted to your local county health department!

Figure 8.16 – HLT619 – Immunization Primary Review Summary, Section A Report

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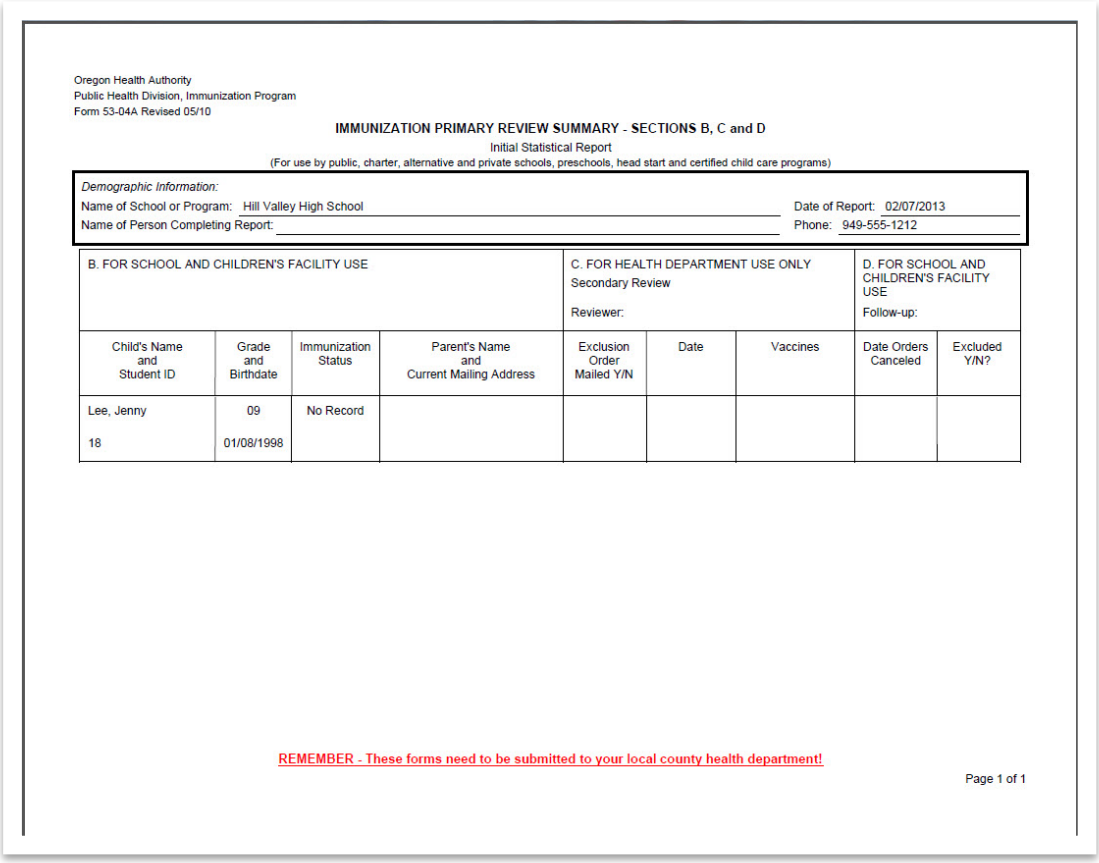

Oregon Health Authority
Public Health Division, Immunization Program
Form 53-04A Revised 05/10

IMMUNIZATION PRIMARY REVIEW SUMMARY - SECTIONS B, C and D

Initial Statistical Report

(For use by public, charter, alternative and private schools, preschools, head start and certified child care programs)

Demographic Information:

Name of School or Program: Hill Valley High School Date of Report: 02/07/2013

Name of Person Completing Report: Phone: 949-555-1212

B. FOR SCHOOL AND CHILDREN'S FACILITY USE				C. FOR HEALTH DEPARTMENT USE ONLY Secondary Review Reviewer:			D. FOR SCHOOL AND CHILDREN'S FACILITY USE Follow-up:	
Child's Name and Student ID	Grade and Birthdate	Immunization Status	Parent's Name and Current Mailing Address	Exclusion Order Mailed Y/N	Date	Vaccines	Date Orders Canceled	Excluded Y/N?
Lee, Jenny 18	09 01/08/1998	No Record						

REMEMBER - These forms need to be submitted to your local county health department!

Page 1 of 1

Figure 8.17 HLT619 – Immunization Primary Review Summary, Sections B-D Report

HLT621 – Immunization Primary Review Summary, Sections E-G

The **HLT621 – Immunization Primary Review Summary, Section E-G** report creates and populates the Oregon Health Authority's Form 53-04 A form, listing the number of students who are compliant, non-compliant, or exempt for immunizations at a school. The school submits the form to their local county health department.

This report can be filtered using the following settings on the **Options** tab:

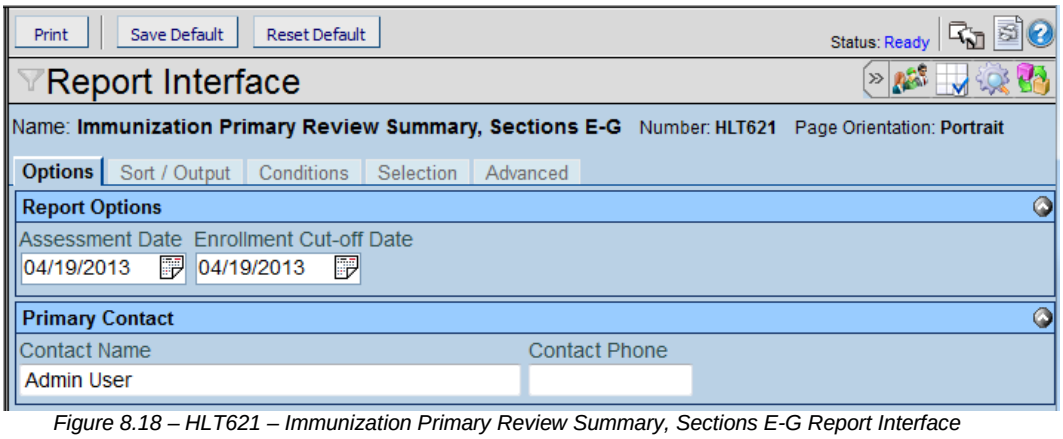

Figure 8.18 – HLT621 – Immunization Primary Review Summary, Sections E-G Report Interface

- **Assessment Date** – select a date to determine the students overall statuses. This means, the student's overall immunization status as of the selected date.
- **Enrollment Cut-off Date** – select an inclusion cut-off date. This means, students whose enrollment date is after the cut-off date are excluded from the report. The cut-off date is not displayed on the report itself.
- **Contact Name** – identifies the person completing the report. The contact name defaults to the current user.
- **Contact Phone** – provides the contact number for the person completing the report.

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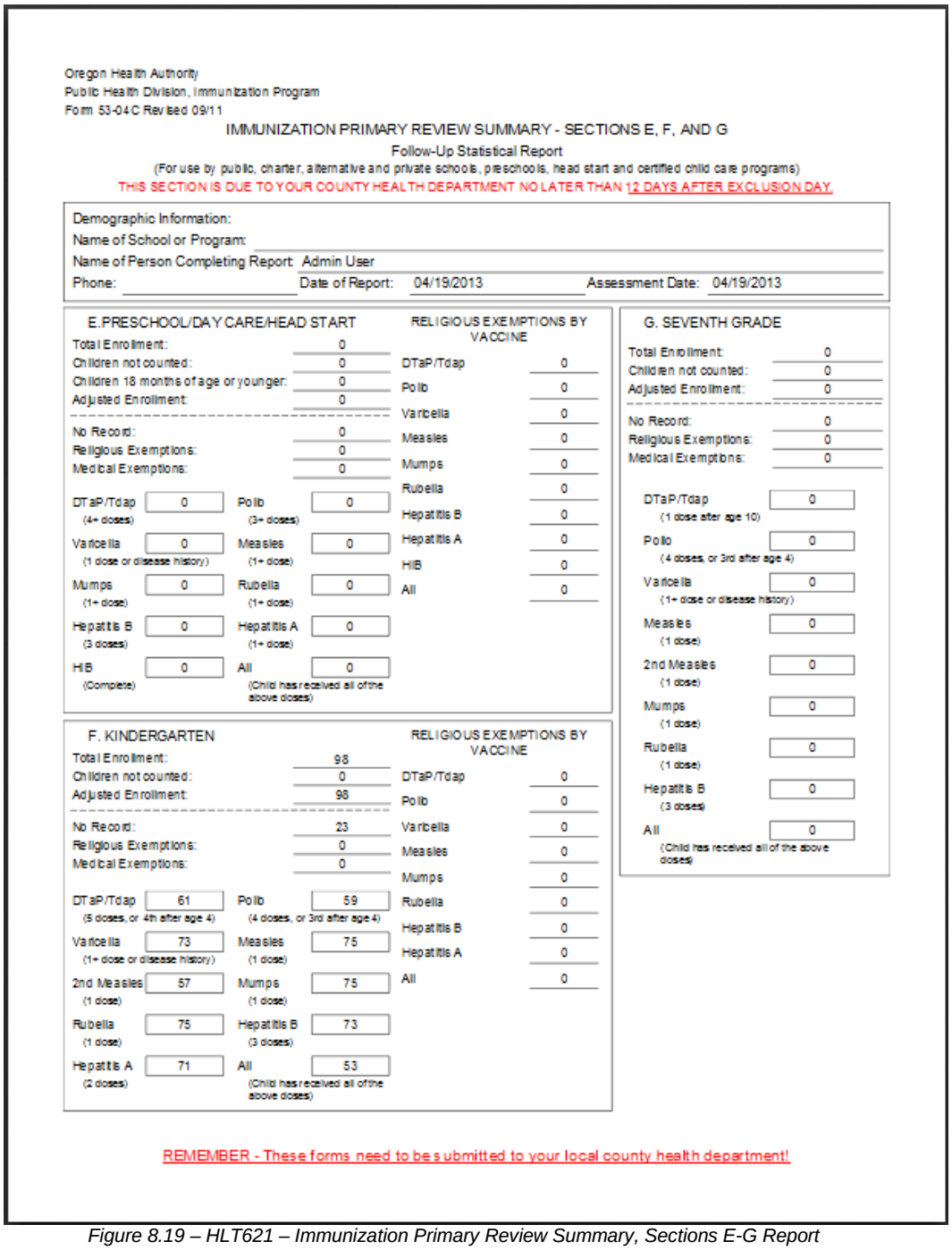


Oregon Health Authority
Public Health Division, Immunization Program
Form 53-04C Revised 09/11

IMMUNIZATION PRIMARY REVIEW SUMMARY - SECTIONS E, F, AND G

Follow-Up Statistical Report

(For use by public, charter, alternative and private schools, preschools, head start and certified child care programs)

THIS SECTION IS DUE TO YOUR COUNTY HEALTH DEPARTMENT NO LATER THAN 12 DAYS AFTER EXCLUSION DAY.

Demographic Information:

Name of School or Program:

Name of Person Completing Report: Admin User

Phone: Date of Report: 04/19/2013 Assessment Date: 04/19/2013

E. PRESCHOOL/DAY CARE/HEAD START

Total Enrollment:	0
Children not counted:	0
Children 18 months of age or younger:	0
Adjusted Enrollment:	0
No Record:	0
Religious Exemptions:	0
Medical Exemptions:	0

DTaP/Tdap (4+ doses)	0	Polio (3+ doses)	0
Varicella (1 dose or disease history)	0	Measles (1+ dose)	0
Mumps (1+ dose)	0	Rubella (1+ dose)	0
Hepatitis B (3 doses)	0	Hepatitis A (1+ dose)	0
HIB (Complete)	0	All (Child has received all of the above doses)	0

RELIGIOUS EXEMPTIONS BY VACCINE

DTaP/Tdap	0
Polio	0
Varicella	0
Measles	0
Mumps	0
Rubella	0
Hepatitis B	0
Hepatitis A	0
HIB	0
All	0

F. KINDERGARTEN

Total Enrollment:	98
Children not counted:	0
Adjusted Enrollment:	98
No Record:	23
Religious Exemptions:	0
Medical Exemptions:	0

DTaP/Tdap (5 doses, or 4th after age 4)	61	Polio (4 doses, or 3rd after age 4)	59
Varicella (1+ dose or disease history)	73	Measles (1 dose)	75
2nd Measles (1 dose)	57	Mumps (1 dose)	75
Rubella (1 dose)	75	Hepatitis B (3 doses)	73
Hepatitis A (2 doses)	71	All (Child has received all of the above doses)	53

RELIGIOUS EXEMPTIONS BY VACCINE

DTaP/Tdap	0
Polio	0
Varicella	0
Measles	0
Mumps	0
Rubella	0
Hepatitis B	0
Hepatitis A	0
All	0

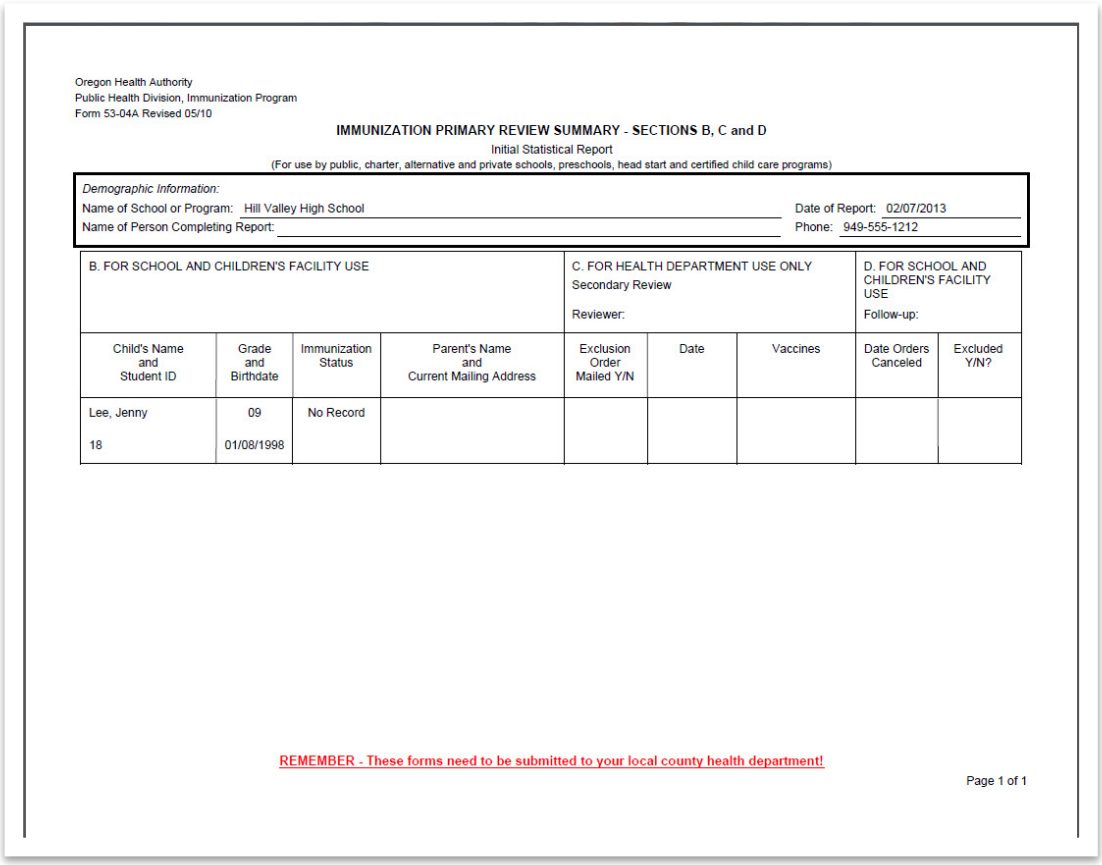
G. SEVENTH GRADE

Total Enrollment:	0
Children not counted:	0
Adjusted Enrollment:	0
No Record:	0
Religious Exemptions:	0
Medical Exemptions:	0

DTaP/Tdap (1 dose after age 10)	0
Polio (4 doses, or 3rd after age 4)	0
Varicella (1+ dose or disease history)	0
Measles (1 dose)	0
2nd Measles (1 dose)	0
Mumps (1 dose)	0
Rubella (1 dose)	0
Hepatitis B (3 doses)	0
All (Child has received all of the above doses)	0

REMEMBER - These forms need to be submitted to your local county health department!

Figure 8.19 – HLT621 – Immunization Primary Review Summary, Sections E-G Report



Oregon Health Authority
Public Health Division, Immunization Program
Form 53-04A Revised 05/10

IMMUNIZATION PRIMARY REVIEW SUMMARY - SECTIONS B, C and D

Initial Statistical Report

(For use by public, charter, alternative and private schools, preschools, head start and certified child care programs)

Demographic Information:

Name of School or Program: Hill Valley High School — Date of Report: 02/07/2013

Name of Person Completing Report: — Phone: 949-555-1212

B. FOR SCHOOL AND CHILDREN'S FACILITY USE				C. FOR HEALTH DEPARTMENT USE ONLY Secondary Review Reviewer:			D. FOR SCHOOL AND CHILDREN'S FACILITY USE Follow-up:	
Child's Name and Student ID	Grade and Birthdate	Immunization Status	Parent's Name and Current Mailing Address	Exclusion Order Mailed Y/N	Date	Vaccines	Date Orders Canceled	Excluded Y/N?
Lee, Jenny 18	09 01/08/1998	No Record						

REMEMBER - These forms need to be submitted to your local county health department!

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Figure 8.20 HLT619 – Immunization Primary Review Summary, Sections B-D Report

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ACCESSING OTHER OREGON SPECIFIC REPORTS

1. Navigating to Synergy SIS > OR > Reports.
2. Select a report folder, and click on the name of the report.
3. Select the options for generating the report (listed in the following sections.)
4. Click **Print**. The Job Results screen displays the report and any associated error reports and/or log files.

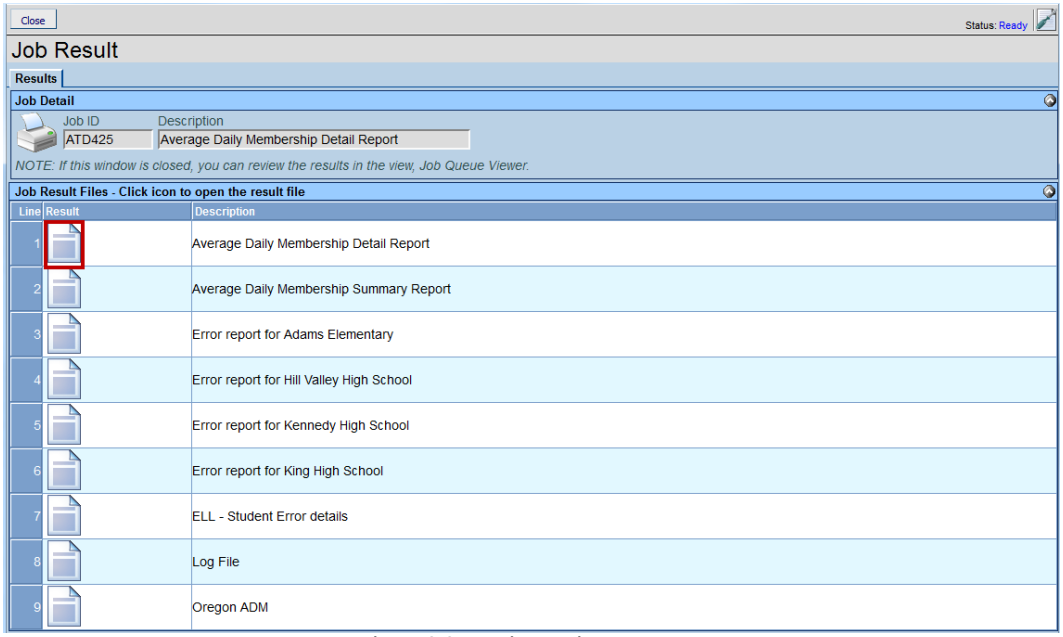

Figure 8.21 - Job Result screen

- Click on the report or log. A PDF file of the report displays on the screen, which can then be sent to the printer.

OR

Click **Email Me**. A PDF file of the report is emailed to the email address in your Synergy SIS profile.

Note: For the purposes of this manual, only the report settings and filters available on the **Options** tab of the report interface are detailed. Additional options are available on the other report interface tabs. For more information on the additional options on the report interface tabs, please refer to the manual titled *Synergy SIS – Query & Reporting Guide*.

ATD425 – Average Daily Membership Detail Report

Districts have the ability to validate their Average Daily Membership data before submitting it to the state in the ADM extract. The ATD425 – Average Daily Membership Detail Report gives a detailed listing for each student within the date range, grade, and group selected.

This report can be filtered using the following settings on the **Options** tab:

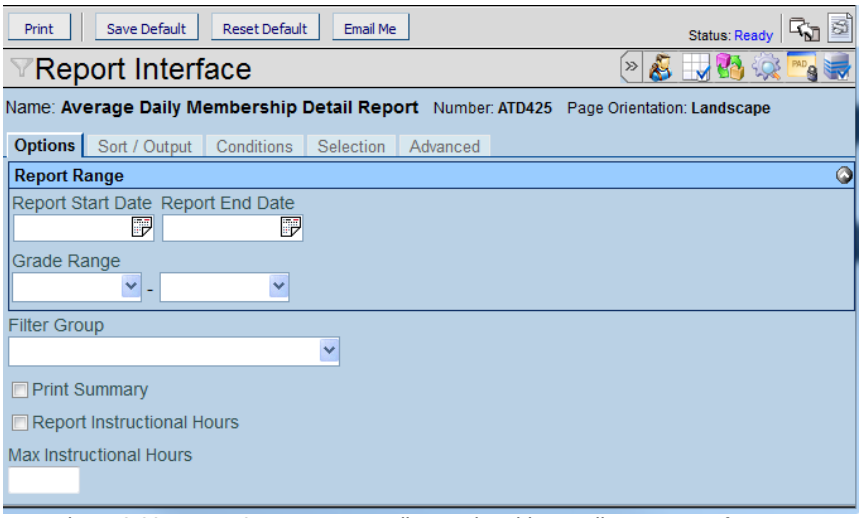

Figure 8.22 – ATD425 – Average Daily Membership Detail Report Interface

- **Report Range** – select a report Start and End Date and Grade Range.
- **Filter Group** – selects the groups that will be included in an extract or report. See Creating Filter Group Definitions.
- **Print Summary** – also prints the ATD625 - Average Daily Membership Summary Report.
- **Report Instructional Hours** – includes instructional hours in the ADM report.
- **Max Instructional Hours** – the maximum number of instructional hours to include in the report.

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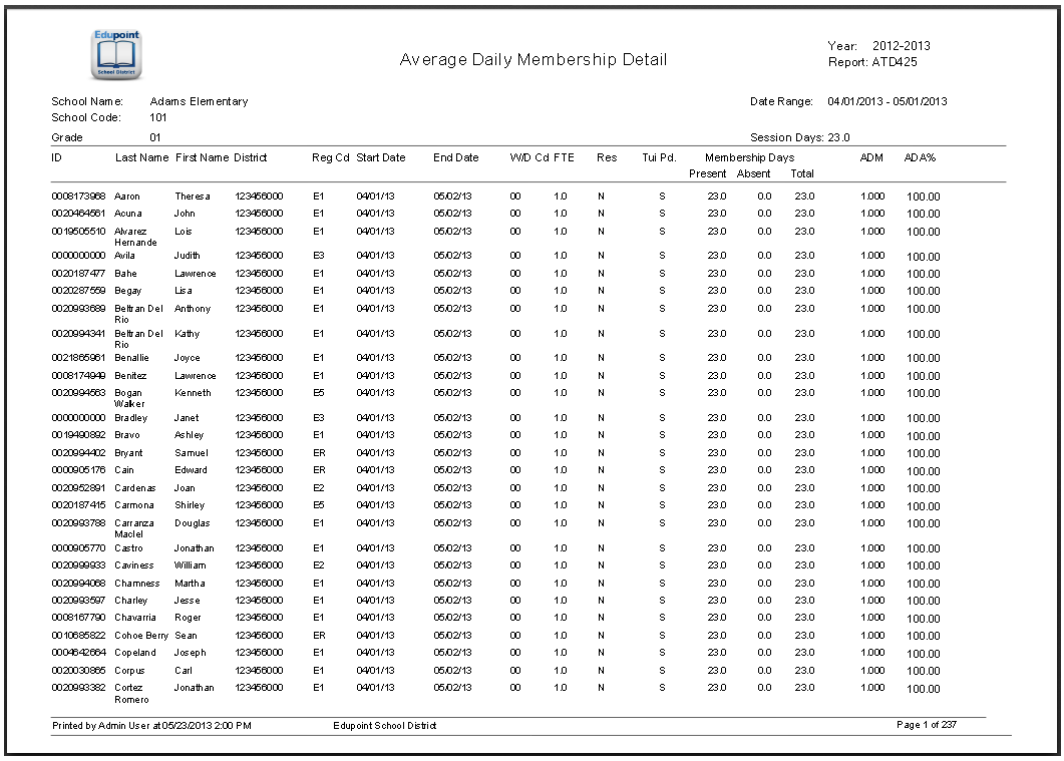

Average Daily Membership Detail

Year: 2012-2013
Report: ATD425

School Name: Adams Elementary
School Code: 101
Grade 01

Date Range: 04/01/2013 - 05/01/2013
Session Days: 23.0

ID	Last Name	First Name	District	Reg Cd	Start Date	End Date	W/D Cd	FTE	Res	Tui Pd.	Membership Days Present	Absent	Total	ADM	ADA%
0008173968	Aaron	Theresa	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020464661	Acuna	John	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0019505510	Alvarez Hernande	Lois	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0000000000	Avila	Judith	123456000	E3	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020187477	Bahe	Lawrence	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020287559	Begay	Lisa	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020993689	Beltran Del Rio	Anthony	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020994341	Beltran Del Rio	Kathy	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0021865961	Benallie	Joyce	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0008174949	Benitez	Lawrence	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020994563	Bogan Walker	Kenneth	123456000	E5	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0000000000	Bradley	Janet	123456000	E3	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0019490892	Bravo	Ashley	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020994402	Bryant	Samuel	123456000	ER	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0000905176	Cain	Edward	123456000	ER	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020952891	Cardenas	Joan	123456000	E2	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020187415	Carmona	Shirley	123456000	E5	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020993788	Carranza Maciel	Douglas	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0000905770	Castro	Jonathan	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020999333	Caviness	William	123456000	E2	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020994068	Charnness	Martha	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020993597	Charley	Jesse	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0008167790	Chavarria	Roger	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0010685822	Cohoe Berry	Sean	123456000	ER	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0004842664	Copeland	Joseph	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020030865	Corpus	Carl	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00
0020993382	Cortez Romero	Jonathan	123456000	E1	04/01/13	05/02/13	00	1.0	N	S	23.0	0.0	23.0	1.000	100.00

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Figure 8.23 – Average Daily Membership Detail Report

ATD625– Average Daily Membership Summary Report

Districts have the ability to validate their Average Daily Membership data before submitting it to the state in the ADM extract. The ATD625 – Average Daily Membership Summary Report gives a summary for students within the date range, grade, and group selected.

This report can be filtered using the following settings on the **Options** tab:

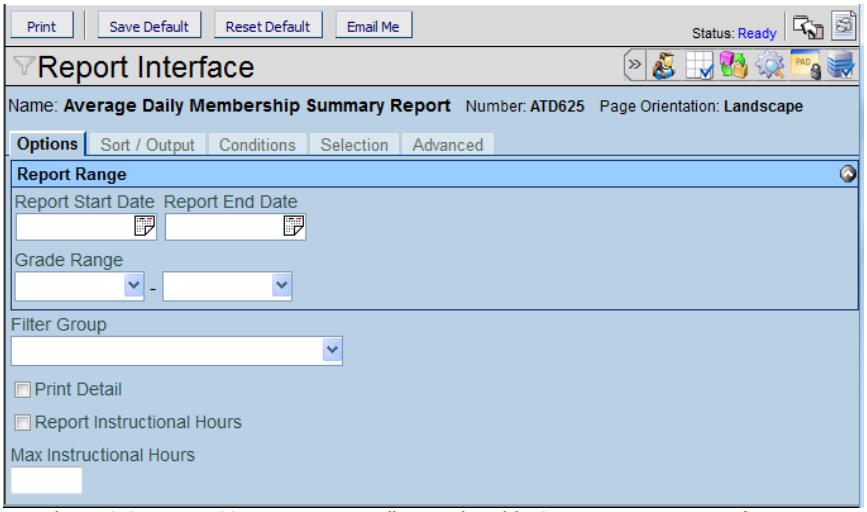

Figure 8.24 – ATD625 – Average Daily Membership SummaryReport Interface

- **Report Range** – select a report Start and End Date and Grade Range.
- **Filter Group** – selects the groups that will be included in an extract or report. See Creating Filter Group Definitions.
- **Print Detail** – also prints the ATD425 - Average Daily Membership Detail Report.
- **Report Instructional Hours** – includes instructional hours in the ADM report.
- **Max Instructional Hours** – the maximum number of instructional hours to include in the report.

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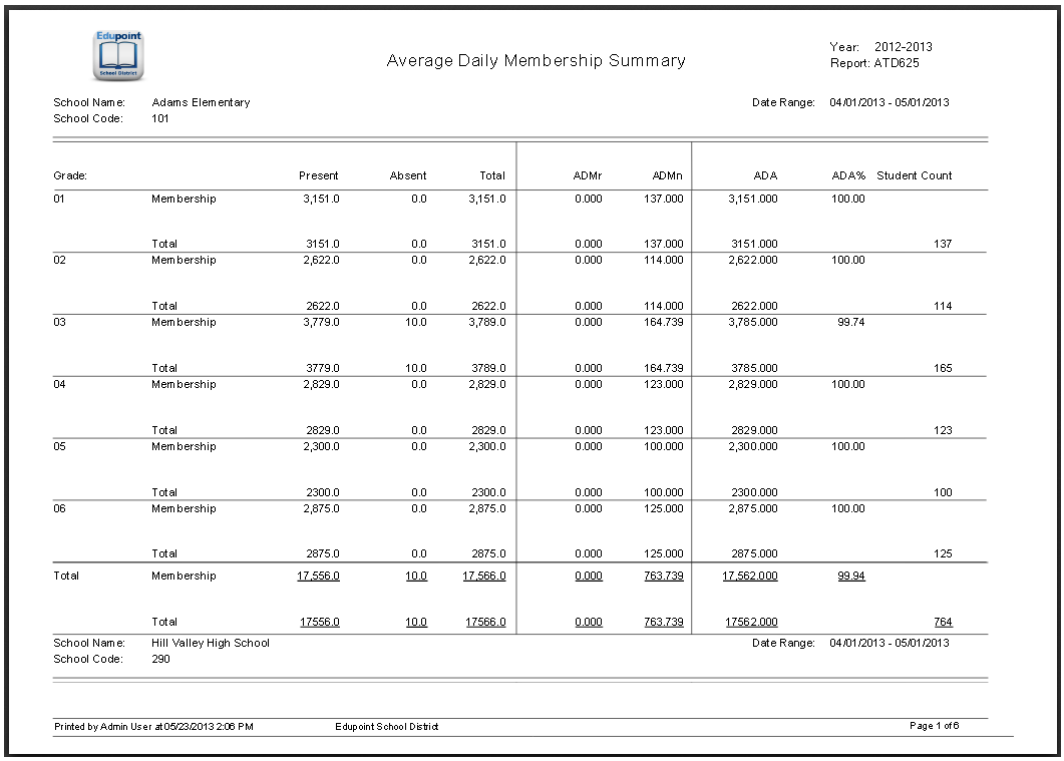

Average Daily Membership Summary

Year: 2012-2013
Report: ATD625

School Name: Adams Elementary
School Code: 101

Date Range: 04/01/2013 - 05/01/2013

Grade:		Present	Absent	Total	ADMr	ADMn	ADA	ADA%	Student Count
01	Membership	3,151.0	0.0	3,151.0	0.000	137.000	3,151.000	100.00	
	Total	3151.0	0.0	3151.0	0.000	137.000	3151.000		137
02	Membership	2,622.0	0.0	2,622.0	0.000	114.000	2,622.000	100.00	
	Total	2622.0	0.0	2622.0	0.000	114.000	2622.000		114
03	Membership	3,779.0	10.0	3,789.0	0.000	164.739	3,785.000	99.74	
	Total	3779.0	10.0	3789.0	0.000	164.739	3785.000		165
04	Membership	2,829.0	0.0	2,829.0	0.000	123.000	2,829.000	100.00	
	Total	2829.0	0.0	2829.0	0.000	123.000	2829.000		123
05	Membership	2,300.0	0.0	2,300.0	0.000	100.000	2,300.000	100.00	
	Total	2300.0	0.0	2300.0	0.000	100.000	2300.000		100
06	Membership	2,875.0	0.0	2,875.0	0.000	125.000	2,875.000	100.00	
	Total	2875.0	0.0	2875.0	0.000	125.000	2875.000		125
Total	Membership	17,556.0	10.0	17,566.0	0.000	763.739	17,562.000	99.94	
	Total	17556.0	10.0	17566.0	0.000	763.739	17562.000		764

School Name: Hill Valley High School
School Code: 290

Date Range: 04/01/2013 - 05/01/2013

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Figure 8.25 – Average Daily Membership Summary Report

Chapter Nine: ODE FIELDS

In this chapter, the following topics are covered:

- ODE Field System Locations
- SSID
- ADM
- USID
- IUID
- Class Size
- SECC
- Staff Assignment
- LEP

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ODE FIELD SYSTEM LOCATIONS

The tables below show where the information uploaded to the State of Oregon is stored in Synergy SIS. Information is uploaded via a collection. Each collection contains components – groups of related characteristics. A characteristic is one piece of information or one field. If the information is not stored in a field but is calculated based on the values in other fields, it is indicated. The elements are listed by component name in the order in which they appear within the component.

SSID

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Secure Student Identifier (SSID)	Synergy> Student> Student	Student	StateStudentNumber			ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	District/Local Student Identifier	Synergy> Student> Student	Student	SisNumber			Identifier, assigned by the district, used to uniquely identify the student.
3	C	Resident District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber			ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
4	D	Resident School Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode			ODE assigned Institution Identifier for the Resident School. The School responsible for the

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
5	E	Attending District Institution Identifier	Synergy> Student> Student	School	District Code			ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.
6	F	Attending School Institution Identifier	Synergy> Student> Student	School	SchoolCode			ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	Institution Filler						Reserved for future use.
8	H	Legal Last Name	Synergy> Student> Student	Student	LastName			Legal last name of the student.
9	I	Legal First Name	Synergy> Student> Student	Student	FirstName			Legal first name of the student.
10	J	Legal Middle Name	Synergy> Student> Student	Student	MiddleName			Legal middle name of the student.
11	K	Generation Code	Synergy> Student> Student	Student	Suffix			Name suffix of the student (i.e. Jr., II, III).
12	L	Preferred Last Name	Synergy> Student> Student	Student	AKALastName			Preferred last name of the student.
13	M	Preferred First	Synergy> Student> Student	Student	AKAFirstName			Preferred first name

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
		Name						of the student.
14	N	Preferred Middle Name	Synergy> Student> Student	Student	AKAMiddleName			Preferred middle name of the student.
15	O	Date of Birth	Synergy> Student> Student	Student	BirthDate			Date the student was born.
16	P	Gender Code	Synergy> Student> Student	Student	Gender			Code indicating the gender of the student.
17	Q	Hispanic/Latino Ethnic Flag	Synergy> Student> Student	Student	HispanicIndicator			Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
18	R	American Indian/Alaskan Native Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
19	S	Asian Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student 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,

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								and Vietnam.
20	T	African American Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the black racial groups of Africa.
21	U	White Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
22	V	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	Race Filler						Reserved for future use.
24	X	Language of Origin Code	Synergy> Student> Student	Student	HomeLanguage			Code indicating the first language spoken in an individual's home in their early or earliest childhood. One's first language or native language.
25	Y	Partial Social Security Number	Synergy> Student> Student	Student	SocialSecurityNumber			Last four (4) digits of the Social Security Number of the student.
26	Z	Enrolled Grade Code	Synergy> Student> Student	StudentSOREnrollment	Grade			Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.
27	AA	Street Address	Synergy> Student> Student	Student	HomeAddress			Street Address of the student's primary residence.
28	AB	City	Synergy> Student> Student	Student	HomeCity			City where the student's primary

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								residence is located.
29	AC	Zip Code	Synergy> Student> Student	Student	HomeZipCode			First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip Plus Four Code	Synergy> Student> Student	Student	HomeZipCode4			Plus four portion of the postal zip code of the student's primary residence.
31	AE	Resident County Code	Synergy>system>setup>organization> district organization>	DistristSetup	CountyCode			Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.
32	AF	Phone Number	Synergy> Student> Student	Student	PrimaryPhone			Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	Teacher Filler						Reserved for future use.
34	AH	High School Entry Cohort School Year	Synergy> Student> Student	Student	InitialNinthGradeEntryYear			School year the student entered high school in the format XXYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
35	AI	Student Filler						Reserved for future use.
36	AJ	Economically Disadvantaged Flag	Synergy> Student> Student	Student	Disadvantaged			Indicates student eligibility for a Free or Reduced Lunch program.
37	AK	Title I Flag	Synergy> Student> Student	StudentSOREnrollment	Title1Program			Indicates the student is being served in a Title I Targeted Assisted School (TAS). Does

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								NOT include students served in a Title I School Wide Program (SWP).
38	AL	Special Education Flag						Indicates student participation in an Individualized Education Plan (IEP/IFSP).
39	AM	Section 504 Flag	Synergy> Student> Student	StudentSOREnrollment	Access504			Indicates student eligibility for Section 504 services
40	AN	Migrant Education Flag	Synergy> Student> Student	Student	Migrant			Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.
41	AO	Indian Education Flag						Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American Indians.
42	AP	Limited English Proficiency Flag						Indicates a child who is Limited English Proficient.
43	AQ	Distance Learning Flag						Indicates student participation in a distance learning program or a program that includes online coursework.
44	AR	Homeschooling Flag						Indicates that the student is registered to receive

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								homeschool instruction.
45	AS	Potentially Talented and Gifted Flag						Indicates that the student demonstrated the potential to perform at the 97th percentile. The definition for this field is established by the district.
46	AT	Intellectually Gifted Flag						Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
47	AU	Academically Talented Reading Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.
48	AV	Academically Talented Math Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
49	AW	Creative Ability Flag						Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.
50	AX	Leadership Ability Flag						Indicates that the student demonstrated ability in motivating the performance of others either in

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								educational or non-educational settings. The definition for this field is established by the district.
51	AY	Visual and Performing Arts Ability Flag						Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.
52	AZ	Transition Program Flag						Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working towards a regular or modified diploma.
53	BA	Alternative Education Program Flag						Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
54	BB	American Indian Tribal Membership Code	Synergy> Student> Native American	NativeAmerican	TribalCode			Indicates a student having membership in any Federally recognized tribe.
55	BC	American Indian Tribal Enrollment Number	Synergy> Student> Native American	NativeAmerican	TribalEnrollNum			Identifier indicating the student's Native American tribal membership.
56	BD	Demographic Filler						Reserved for future use.

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ADM

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Secure Student Identifier (SSID)	Synergy> Student> Student	Student	StateStudentNumber			ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	District/Local Student Identifier	Synergy> Student> Student	Student	SisNumber			Identifier, assigned by the district, used to uniquely identify the student.
3	C	Resident District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber			ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.

4	D	Resident School Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode			ODE assigned Institution Identifier for the Resident School. The School responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
5	E	Attending District Institution Identifier	Synergy> Student> Student	School	District Code			ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.

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6	F	Attending School Institution Identifier	Synergy> Student> Student	School	SchoolCode			ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	Institution Filler						Reserved for future use.
8	H	Legal Last Name	Synergy> Student> Student	Student	LastName			Legal last name of the student.
9	I	Legal First Name	Synergy> Student> Student	Student	FirstName			Legal first name of the student.
10	J	Legal Middle Name	Synergy> Student> Student	Student	MiddleName			Legal middle name of the student.
11	K	Generation Code	Synergy> Student> Student	Student	Suffix			Name suffix of the student (i.e. Jr., II, III).
12	L	Preferred Last Name	Synergy> Student> Student	Student	AKALastName			Preferred last name of the student.
13	M	Preferred First Name	Synergy> Student> Student	Student	AKAFirstName			Preferred first name of the student.
14	N	Preferred Middle Name	Synergy> Student> Student	Student	AKAMiddleName			Preferred middle name of the student.

15	O	Date of Birth	Synergy> Student> Student	Student	BirthDate			Date the student was born.
16	P	Gender Code	Synergy> Student> Student	Student	Gender			Code indicating the gender of the student.
17	Q	Hispanic/Latino Ethnic Flag	Synergy> Student> Student	Student	HispanicIndicator			Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
18	R	American Indian/Alaskan Native Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
19	S	Asian Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student 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.

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20	T	African American Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the black racial groups of Africa.
21	U	White Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
22	V	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	Race Filler						Reserved for future use.
24	X	Language of Origin Code	Synergy> Student> Student	Student	HomeLanguage			Code indicating the first language spoken in an individual's home in their early or earliest childhood. One's first language or native language.
25	Y	Partial Social Security Number	Synergy> Student> Student	Student	SocialSecurityNumber			Last four (4) digits of the Social Security Number of the student.
26	Z	Enrolled Grade Code	Synergy> Student> Student	StudentSOREnrollment	Grade			Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.
27	AA	Street Address	Synergy> Student> Student	Student	HomeAddress			Street Address of the student's primary residence.

28	AB	City	Synergy> Student> Student	Student	HomeCity			City where the student's primary residence is located.
29	AC	Zip Code	Synergy> Student> Student	Student	HomeZipCode			First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip Plus Four Code	Synergy> Student> Student	Student	HomeZipCode4			Plus four portion of the postal zip code of the student's primary residence.
31	AE	Resident County Code	Synergy>system>setup>organization> district organization>	DistristSetup	CountyCode			Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.
32	AF	Phone Number	Synergy> Student> Student	Student	PrimaryPhone			Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	Teacher Filler						Reserved for future use.
34	AH	High School Entry Cohort School Year	Synergy> Student> Student	Student	InitialNinthGradeEntryYear			School year the student entered high school in the format XXYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
35	AI	Student Filler						Reserved for future use.
36	AJ	Economically Disadvantaged Flag	Synergy> Student> Student	Student	Disadvantaged			Indicates student eligibility for a Free or Reduced Lunch program.

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37	AK	Title I Flag	Synergy> Student> Student	StudentSOREnrollment	Title1Program			Indicates the student is being served in a Title I Targeted Assisted School (TAS). Does NOT include students served in a Title I School Wide Program (SWP).
38	AL	Special Education Flag						Indicates student participation in an Individualized Education Plan (IEP/IFSP).
39	AM	Section 504 Flag	Synergy> Student> Student	StudentSOREnrollment	Access504			Indicates student eligibility for Section 504 services
40	AN	Migrant Education Flag	Synergy> Student> Student	Student	Migrant			Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.
41	AO	Indian Education Flag						Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American

								Indians.
42	AP	Limited English Proficiency Flag						Indicates a child who is Limited English Proficient.
43	AQ	Distance Learning Flag						Indicates student participation in a distance learning program or a program that includes online coursework.
44	AR	Homeschooling Flag						Indicates that the student is registered to receive homeschool instruction.
45	AS	Potentially Talented and Gifted Flag						Indicates that the student demonstrated the potential to perform at the 97th percentile. The definition for this field is established by the district.
46	AT	Intellectually Gifted Flag						Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
47	AU	Academically Talented Reading Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.

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48	AV	Academically Talented Math Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
49	AW	Creative Ability Flag						Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.
50	AX	Leadership Ability Flag						Indicates that the student demonstrated ability in motivating the performance of others either in educational or non-educational settings. The definition for this field is established by the district.
51	AY	Visual and Performing Arts Ability Flag						Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.
52	AZ	Transition Program Flag						Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working

								towards a regular or modified diploma.
53	BA	Alternative Education Program Flag						Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
54	BB	American Indian Tribal Membership Code	Synergy> Student> Native American	NativeAmerican	TribalCode			Indicates a student having membership in any Federally recognized tribe.
55	BC	American Indian Tribal Enrollment Number	Synergy> Student> Native American	NativeAmerican	TribalEnrollNum			Identifier indicating the student's Native American tribal membership.
56	BD	Demographic Filler						Reserved for future use.
57	BE	Enrolled Program Type Code						Code indicating the program type the student is enrolled in during the reporting period.

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58	BF	Enrolled Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	N/A	First calendar day of the reporting period or the date the student began attending a school or program within the district.
59	BG	Enrollment End Date	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveDate	N/A	N/A	Day after the last date the student was enrolled if they were not enrolled for the entire reporting period.
60	BH	Enrollment End Date Code	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveCode	Yes	K12.Enrollment.LEAVE_CODE	Code describing the student's enrollment status on the Enrollment End Date.
61	BI	Diploma Issued Type Code	Synergy> Student> student> Other Info	Student	Diploma Type	Yes	K12.DIPLOMA_TYPE	Code indicating the type of diploma issued by the district.
62	BJ	Withdrawal Factor Code	Synergy> Student> Student > Enrollment	StudentEnrollment	WithdrawalReasonCode	Yes	K12.Enrollment.WithdrawalReasonCode	Code indicating the primary factor influencing the student's decision to withdraw.
63	BK	Session Days						Number of school district calendar days that students are in classrooms under instruction for the reporting period.
64	BL	Days Present						Number of days the student was recorded as attending school during the reporting period, with one implied decimal point.
65	BM	Days Absent						Number of days the student was recorded as absent from

								school during the reporting period whether excused or unexcused, with one implied decimal point.
66	BN	Instructional Hours						Number of hours of instruction received by a student during the reporting period, with one implied decimal point.
67	BO	Full Time Equivalency	Synergy> Student> Student > Enrollment	StudentEnrollment	FTE	Yes	K12.Enrollment.FTE	Full Time Equivalency (FTE) level for the student with one implied decimal point.
68	BP	Enrolled Tuition Type Code	Synergy> Student> Student > Enrollment	StudentEnrollment	TuitionPayerCode	Yes	K12.Enrollment.TUITION_PAYER_CODE	Code indicating the tuition type the student is enrolled under during the reporting period.
69	BQ	Reading Assessment of Essential Skill Code						Code indicating how the assessment of essential skill requirement to "Read and comprehend a variety of texts" was met.
70	BR	Reading Assessment of Essential Skill Administration Date						Date the test was administered that serves as evidence of proficiency for the Reading Essential Skill.
71	BS	Writing Assessment of Essential Skill Code						Code indicating how the assessment of essential skill requirement to "Write clearly and accurately" was met.

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72	BT	Writing Assessment of Essential Skill Administration Date						Date the test was administered that serves as evidence of proficiency for the Writing Essential Skill.
73	BU	Speaking Assessment of Essential Skill Code						Code indicating how the assessment of essential skill requirement to "Listen actively and speak clearly and coherently" was met.
74	BV	Speaking Assessment of Essential Skill Administration Date						Date the test was administered that serves as evidence of proficiency for the Speaking Essential Skill.
75	BW	Mathematics Assessment of Essential Skill Code						Code indicating how the assessment of essential skill requirement to "Apply mathematics in a variety of settings" was met.
76	BX	Mathematics Assessment of Essential Skill Administration Date						Date the test was administered that serves as evidence of proficiency for the Mathematics Essential Skill.
77	BY	Essential Skill Filler						Reserved for future use.
78	BZ	District Special Education Program Flag						Indicates that the student was enrolled in a district special education program during the school year and received

								general education classroom instruction for less than 40% of the time as of the first school day in May.
79	CA	Resident School Full Academic Year (FAY) Flag						Indicates that the student has been enrolled for more than 50% of the days in the school year as of the first school day in May at the school where the student is attending on the first school day in May.
80	CB	Resident District Full Academic Year (FAY) Flag						Indicates that the student has been enrolled for more than 50% of the days in the school year as of the first school day in May at the district where the student is attending on the first school day in May.
81	CC	Calculated Average Daily Membership (ADM) Amount						Calculated Average Daily Membership (ADM) for the student record. Based on one of the following formulae: (ADMDaysPrsnt + ADMDaysAbsnt) / ADMSessDays * ADMFTE) or (ADMInstrctHrs * ADMProgRate / DefaultSessionDays)
82	CD	Calculated Enrollment End Date Code						Calculated code describing the student's enrollment status

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								on the Enrollment End Date.
83	CE	Average Daily Membership (ADM) Filler						Reserved for future use.

USID

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Unique Staff Identifier	Synergy> Staff> Staff	Staff	StateID	N/A	N/A	ODE Unique Staff Identifier.
2	B	Teacher Standards and Practices Commission Account Identifier	Synergy> Staff> Staff	Staff	TchAdminLicNum	N/A	N/A	TSPC (Teacher Standards and Practices Commission) assigned account identifier.
3	C	Employer Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode	N/A	N/A	ODE Institution Identification number for the institution employing the staff member. If a staff member is employed by more than one institution this field will indicate the last employer to update the record. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.
4	D	Employer Staff Identifier	Synergy> Staff> Staff	Staff	BadgeNum	N/A	N/A	Identifier assigned by the employer used to identify the staff member. This identifier should be unique within the employer system that assigned it.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
5	E	Partial Social Security Number	Synergy> Staff> Staff	Staff	SocialSecurityNumber	N/A	N/A	Last four (4) digits of the Social Security Number of the staff member.
6	F	Legal Last Name	Synergy> Staff> Staff	Staff	LastName	N/A	N/A	Legal Last Name of the staff member.
7	G	Legal First Name	Synergy> Staff> Staff	Staff	FirstName	N/A	N/A	Legal First Name of the staff member.
8	H	Legal Middle Initial	Synergy> Staff> Staff	Staff	MiddleName	N/A	N/A	Legal Middle Initial of the staff member.
9	I	Date of Birth	Synergy> Staff> Staff	Staff	BirthDate	N/A	N/A	Date of Birth of the staff member.
10	J	Gender Code	Synergy> Staff> Staff	Staff	Gender	N/A	N/A	Code indicating the gender of the staff member.
11	K	Hispanic/Latino Ethnic Flag	Synergy> Staff> Staff	Staff	HispanicIndicator		Revelation.HISPANIC_ETHNICITY	Indicates a staff member of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
12	L	American Indian/Alaskan Native Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								attachment.
13	M	Asian Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member 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.
14	N	African American Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the black racial groups of Africa.
15	O	White Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the original peoples of Europe, the Middle East, or North Africa.
16	P	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
17	Q	Filler						Filler Space

IUID

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Instructional Unit Identifier (IUID)	Synergy> Schedule> Section	Course	InstructionalUnitID	N/A	N/A	ODE assigned Instructional Unit Identifier (IUID) with a trailing check digit.
2	B	District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber	N/A	N/A	ODE Institution Identification number for the ESD or District administering the program or school in which the class being reported is situated. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.
3	C	School Institution Identifier	District Setup> Organization> School> School Number	School	SchoolNumber	N/A	N/A	ODE Institution Identification number for the program or school where the class being reported is conducted. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.
4	D	Local Master Schedule Identifier	Synergy> Schedule> Section	Course	LocalMasterScheduleID			Master schedule identifier for local student information systems.
5	E	School Section Identifier	Synergy> Schedule> Section	Section	SectionID	N/A	N/A	Identifier that distinguishes the specific instance of a class being reported. This identifier can be any convention

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								used by the institution.
6	F	School Course Identifier	Synergy> Course> District Course> Description Tab	Course	CourseId	N/A	N/A	Local identifier, assigned by the district, used to uniquely identify the course.
7	G	Course Code	Synergy> Course> District Course> Description Tab	Course	StateCourseCode	N/A	K12.CourseInfo.SCED_COURSE_CODE	National Center for Education Statistics (NCES) or Non-NCES code for the course that is being taught in the location identified by the combination of class Room ID and Class Period.
8	H	Course Begin Date	Synergy>setup>School Setup	SchoolYearTrmDef	BeginDate	N/A	N/A	Date the course started.
9	I	Course End Date	Synergy>setup>School Setup	SchoolYearTrmDef	EventDate	N/A	N/A	Date the course ended.
10	J	Scheduled Instructional Minutes Count	Synergy>OR>Setup>State Requirements			N/A	N/A	Number of average daily minutes scheduled for the Instructional Unit.
11	K	Distance Learning Flag	Synergy> Schedule> Section	Section	DistanceLearning	N/A	N/A	Flag indicating a distance-learning course that is taught via the web.
12	L	Alternative Education Setting Flag	Synergy> Schedule> Section	Section	Instructional Strategy	N/A	K12.ScheduleInfo.INSTRUCTIONAL_STRA	Flag Indicating the class is taught in an alternative education setting consistent with OAR 581-022-1350 (5).

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
							TEGY	
13	M	Instructional Unit Identifier Filler						Reserved for future use.

CLASS SIZE

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode 2 (state code) used	Look-up Table	Data Element Description
1	A	District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber	N/A	N/A	ODE Institution Identification number for the ESD or District administering the program or school in which the class being reported is situated. Institution ID numbers can be found at: <http://www.ode.state.or.us/inst id/>.
2	B	School Institution Identifier	District Setup> Organization> School> School Number	School	SchoolNumber	N/A	N/A	ODE Institution Identification number for the program or school where the class being reported is conducted. Institution ID numbers can be found at: <http://www.ode.state.or.us/inst id/>.
3	C	Class Room Identifier	Synergy>Schedule> Section	Section	RoomNumber	N/A	N/A	Identifier that distinguishes the specific location, usually a classroom, where the class being reported is conducted. This identifier can be any convention used by the institution.
4	D	Class Period	Synergy>Schedule> Section	Section	PeriodBegin	N/A	N/A	Identifier that distinguishes the unit of time set aside for the instructional activities of the class being reported. This identifier can be any convention used by the institution.
5	E	Course Code	Synergy>Couse>District Course>Course ID	course	StateCourseCode or StateCourseCodeDD	Y	K12.CourseInfo.STATE_COURSE_CODE	National Center for Education Statistics (NCES) or Non-NCES code for the course that is being taught in the location

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode 2 (state code) used	Look-up Table	Data Element Description
								identified by the combination of Class Room and Class Period.
6	F	Grade Level Code	Synergy>Schedule> Section	Section				Code indicating the grade level of students enrolled in the class represented by the Course Code, that meets in the indicated Class Room and Class Period.
7	G	Class Size Count - Male	Synergy>Schedule> Section	Section	TotalMale	N/A	N/A	Number of males in the grade level being reported who are taking the class described by the Course Code entered that meets in the indicated Class Room and Class Period.
8	H	Class Size Count - Female	Synergy>Schedule> Section	Section	TotalFemale	N/A	N/A	Number of females in the grade level being reported who are taking the class described by the Course Code entered that meets in the indicated Class Room and Class Period.
9	I	Class Room Type Code						Type code describing the organizational structure of the class room. Provides the information necessary to determine how the students in the class should be counted. R Regular Class One course is being taught to all students in this class room / period. B Block Class Multiple courses are being taught to all students in this class room / period. M Multiple Subject Class Multiple courses are being taught to groups of students in this class room / period but each student is only taking one of the courses.
10	J	Distance Learning Flag	Synergy>Schedule> Section	Section	DistanceLearning	N/A	N/A	Flag indicating a a distance-learning course that is taught via the web.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode 2 (state code) used	Look-up Table	Data Element Description
11	K	Filler						Filler Space

SECC

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Secure Student Identifier (SSID)	Synergy> Student> Student	Student	StateStudentNumber			ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	District/Local Student Identifier	Synergy> Student> Student	Student	SisNumber			Identifier, assigned by the district, used to uniquely identify the student.
3	C	Resident District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber			ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
4	D	Resident School Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode			ODE assigned Institution Identifier for the Resident School. The School responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
5	E	Attending District Institution Identifier	Synergy> Student> Student	School	District Code			ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
6	F	Attending School Institution Identifier	Synergy> Student> Student	School	SchoolCode			ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	Institution Filler						Reserved for future use.
8	H	Legal Last Name	Synergy> Student> Student	Student	LastName			Legal last name of the student.
9	I	Legal First Name	Synergy> Student> Student	Student	FirstName			Legal first name of the student.
10	J	Legal Middle Name	Synergy> Student> Student	Student	MiddleName			Legal middle name of the student.
11	K	Generation Code	Synergy> Student> Student	Student	Suffix			Name suffix of the student (i.e. Jr., II, III).
12	L	Preferred Last Name	Synergy> Student> Student	Student	AKALastName			Preferred last name of the student.
13	M	Preferred First Name	Synergy> Student> Student	Student	AKAFirstName			Preferred first name of the student.
14	N	Preferred Middle Name	Synergy> Student> Student	Student	AKAMiddleName			Preferred middle name of the student.
15	O	Date of Birth	Synergy> Student> Student	Student	BirthDate			Date the student was born.
16	P	Gender Code	Synergy> Student> Student	Student	Gender			Code indicating the gender of the student.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
17	Q	Hispanic/Latino Ethnic Flag	Synergy> Student> Student	Student	HispanicIndicator			Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
18	R	American Indian/Alaskan Native Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
19	S	Asian Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student 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.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
20	T	African American Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the black racial groups of Africa.
21	U	White Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
22	V	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	Race Filler						Reserved for future use.
24	X	Language of Origin Code	Synergy> Student> Student	Student	HomeLanguage			Code indicating the first language spoken in an individual's home in their early or earliest childhood. One's first language or native language.
25	Y	Partial Social Security Number	Synergy> Student> Student	Student	SocialSecurityNumber			Last four (4) digits of the Social Security Number of the student.
26	Z	Enrolled Grade Code	Synergy> Student> Student	StudentSOREnrollment	Grade			Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
27	AA	Street Address	Synergy> Student> Student	Student	HomeAddress			Street Address of the student's primary residence.
28	AB	City	Synergy> Student> Student	Student	HomeCity			City where the student's primary residence is located.
29	AC	Zip Code	Synergy> Student> Student	Student	HomeZipCode			First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip Plus Four Code	Synergy> Student> Student	Student	HomeZipCode4			Plus four portion of the postal zip code of the student's primary residence.
31	AE	Resident County Code	Synergy>system>setup>organization> district organization>	DistristSetup	CountyCode			Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.
32	AF	Phone Number	Synergy> Student> Student	Student	PrimaryPhone			Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	Teacher Filler						Reserved for future use.
34	AH	High School Entry Cohort School Year	Synergy> Student> Student	Student	InitialNinthGradeEntryYear			School year the student entered high school in the format XXYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
35	AI	Student Filler						Reserved for future use.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
36	AJ	Economically Disadvantaged Flag	Synergy> Student> Student	Student	Disadvantaged			Indicates student eligibility for a Free or Reduced Lunch program.
37	AK	Title I Flag	Synergy> Student> Student	StudentSOREnrollment	Title1Program			Indicates the student is being served in a Title I Targeted Assisted School (TAS). Does NOT include students served in a Title I School Wide Program (SWP).
38	AL	Special Education Flag						Indicates student participation in an Individualized Education Plan (IEP/IFSP).
39	AM	Section 504 Flag	Synergy> Student> Student	StudentSOREnrollment	Access504			Indicates student eligibility for Section 504 services
40	AN	Migrant Education Flag	Synergy> Student> Student	Student	Migrant			Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
41	AO	Indian Education Flag						Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American Indians.
42	AP	Limited English Proficiency Flag						Indicates a child who is Limited English Proficient.
43	AQ	Distance Learning Flag						Indicates student participation in a distance learning program or a program that includes online coursework.
44	AR	Homeschooling Flag						Indicates that the student is registered to receive homeschool instruction.
45	AS	Potentially Talented and Gifted Flag						Indicates that the student demonstrated the potential to perform at the 97th percentile. The definition for this field is established by the district.
46	AT	Intellectually Gifted Flag						Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
47	AU	Academically Talented Reading Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.
48	AV	Academically Talented Math Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
49	AW	Creative Ability Flag						Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.
50	AX	Leadership Ability Flag						Indicates that the student demonstrated ability in motivating the performance of others either in educational or non-educational settings. The definition for this field is established by the district.
51	AY	Visual and Performing Arts Ability Flag						Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
52	AZ	Transition Program Flag						Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working towards a regular or modified diploma.
53	BA	Alternative Education Program Flag						Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
54	BB	American Indian Tribal Membership Code	Synergy> Student> Native American	NativeAmerican	TribalCode			Indicates a student having membership in any Federally recognized tribe.
55	BC	American Indian Tribal Enrollment Number	Synergy> Student> Native American	NativeAmerican	TribalEnrollNum			Identifier indicating the student's Native American tribal membership.
56	BD	Demographic Filler						Reserved for future use.
57	BE	Special Education Record Type Code	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	RecordType	Y	K12.OR.RECORD_TYPE	Code indicating the type of Special Education student record submitted. Code tables Tab > Lines 253-262

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
58	BF	Primary Disability Code	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	DisabilityPrimary	Y	K12.Special Ed.DISABILITY_CODE	Code indicating the primary disability (eligibility) of the student. Code tables Tab > Lines 75-91
59	BG	Secondary Disability Code 1	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	DisabilitySecondary1	Y	K12.Special Ed.DISABILITY_CODE	Code indicating a secondary disability (eligibility) of the student. Code tables Tab > Lines 75-91
60	BH	Secondary Disability Code 2	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	DisabilitySecondary2	Y	K12.Special Ed.DISABILITY_CODE	Code indicating a secondary disability (eligibility) of the student. Code tables Tab > Lines 75-92
61	BI	Secondary Disability Code 3	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	DisabilitySecondary3	Y	K12.Special Ed.DISABILITY_CODE	Code indicating a secondary disability (eligibility) of the student. Code tables Tab > Lines 75-93
62	BJ	Secondary Disability Code 4	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	DisabilitySecondary4	Y	K12.Special Ed.DISABILITY_CODE	Code indicating a secondary disability (eligibility) of the student. Code tables Tab > Lines 75-94
63	BK	Related Special Education Services Code 1	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	RelatedServices	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-186

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
64	BL	Related Special Education Services Code 2	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	ServiceCode	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-187
65	BM	Related Special Education Services Code 3	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	ServiceCode	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-188
66	BN	Related Special Education Services Code 4	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	ServiceCode	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-189
67	BO	Related Special Education Services Code 5	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	ServiceCode	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-190
68	BP	Related Special Education Services Code 6	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	ServiceCode	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a related service received by the student. Code tables Tab > Lines 158-191
69	BQ	Supplemental Special Education Services Code 1	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices1	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.
70	BR	Supplemental Special Education Services Code 2	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices2	Y	K12.Special Ed.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
71	BS	Supplemental Special Education Services Code 3	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices3	Y	K12.SpecialEd.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.
72	BT	Supplemental Special Education Services Code 4	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices4	Y	K12.SpecialEd.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.
73	BU	Supplemental Special Education Services Code 5	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices5	Y	K12.SpecialEd.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.
74	BV	Supplemental Special Education Services Code 6	Student Programs> Special Ed Student Services>Snapshots Tab> Show Detail	SpedStudent	SupplementalServices6	Y	K12.SpecialEd.IEP.SPED_SERVICE	Code indicating a supplemental service received by the student.
75	BW	Special Education Resident District Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode	N/A	N/A	Identifier indicating the school district where a child's parents, guardians or persons in parental relationship to the child reside. Children placed by public agencies shall be considered resident of the school district in which they reside by placement of the public agency (ORS 339.133(4)).

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
76	BX	Special Education Federal Placement Type Code	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	PlacementType	Y	K12.SpecialEd.OR.Document.Placement_Code	Code indicating the location where a student receives EI/ECSE (Early Intervention/Early Childhood Special Education) or education services. The definitions of Federal placement come from the U.S. Office of Education and refer to the proportion of time the student receives special education and related services.
77	BY	Federal Placement Comment	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	PlacementComment	N/A	N/A	Comment further describing the federal placement of the student.
78	BZ	Serving Agency Type Code	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	AgencyType	Y	K12.SpecialEd.AZ.IEP.Service_Provider	Code indicating the type of agency providing services to the student.
79	CA	Special Education Enrollment Setting Type Code	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	EnrollmentSettingType	Y	K12.OR.ENROLLMENT_TYPE	Code indicating the type of enrollment setting.
80	CB	Special Education Secondary Federal Placement Type Code	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	SecondaryPlacementType	Y	K12.SpecialEd.IEP.Placement_Preschool	Secondary code indicating where special education and related services are provided for children ages 3-5 who are placed in

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								the regular early childhood program or classroom.
81	CC	Special Education Eligibility Date	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	EligibilityDate	N/A	N/A	Indicates the date that the student's most recent eligibility for special education was determined.
82	CD	Last Individual Education or Family Service Plan (IEP/IFSP) Date	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	LastIEPDate	N/A	N/A	Indicates the date that the student's most recent Individual Education or Family Service Plan was completed.
83	CE	Special Education Exit Date	Synergy> Student Programs> Special Ed Services	SpecialEdServices	ExitDate			Indicates the date that the student exited the special education program.
84	CF	Special Education Exit Reason Code	Synergy> Student Programs> Special Ed Services	SpecialEdServices	ExitReason	Y	K12.SpecialEd.IEP.Placement_Preschool	Code indicating the reason the student exited the special education program.
85	CG	Primary Language Code	Synergy> Student> Student	Student	LanguageToHome	Y	K12.LANGUAGE	Code indicating the student's primary language. This primary language is "the language and/or dialect normally used by an individual or, in case of a child, the language normally used by the parents".

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
86	CH	Early Intervention Transition Flag	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	Transition	N/A	N/A	Flag indicating a student who currently receives Early Childhood Special Education (ECSE) services but was in an Early Intervention (EI) program last year and went directly to ECSE on their third birthday.
87	CI	Early Intervention Service Coordination Flag	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	ServiceCoordination	N/A	N/A	Flag indicating the Service Coordination Early Intervention (EI) service, including: coordinating services across agency lines by serving as a single point of contact, assisting parents of eligible children in gaining access to early intervention services and other services, facilitating the timely delivery of services, and continuously seeking appropriate services
88	CJ	Individual Family Service Plan (IFSP) Justification Flag	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	IFSPJustification	N/A	N/A	Indicates whether justifications are included on the Individual Education or Family Service Plan (IFSP) when services are not provided in the

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								natural environment.
89	CK	Early Entry to Kindergarten Flag	Student>Special Ed Student Services> Snapshot Tab> Show details	SpedStudent	EarlyEntryKg	N/A	N/A	Flag indicating the child was enrolled in kindergarten before they were five years old (as of September 1).
90	CL	Special Education Child Count (SECC) Filler						Reserved for future use.

STAFF ASSIGNMENT

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Unique Staff Identifier	Synergy> Staff> Staff	Staff	StateID	N/A	N/A	ODE Unique Staff Identifier.
2	B	Teacher Standards and Practices Commission Account Identifier						TSPC (Teacher Standards and Practices Commission) assigned account identifier.
3	C	Employer Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber	N/A	N/A	ODE Institution Identification number for the institution employing the staff member. If a staff member is employed by more than one institution this field will indicate the

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								last employer to update the record. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.
4	D	Employer Staff Identifier	Synergy> Staff> Staff	Staff	BadgeNum	N/A	N/A	Identifier assigned by the employer used to identify the staff member. This identifier should be unique within the employer system that assigned it.
5	E	Partial Social Security Number	Synergy> Staff> Staff	Staff	SocialSecurityNumber	N/A	N/A	Last four (4) digits of the Social Security Number of the staff member.
6	F	Legal Last Name	Synergy> Staff> Staff	Staff	LastName	N/A	N/A	Legal Last Name of the staff member.
7	G	Legal First Name	Synergy> Staff> Staff	Staff	FirstName	N/A	N/A	Legal First Name of the staff member.
8	H	Legal Middle Initial	Synergy> Staff> Staff	Staff	MiddleName	N/A	N/A	Legal Middle Initial of the staff member.
9	I	Date of Birth	Synergy> Staff> Staff	Staff	BirthDate	N/A	N/A	Date of Birth of the staff member.
10	J	Gender Code	Synergy> Staff> Staff	Staff	Gender	N/A	N/A	Code indicating the gender of the staff member.
11	K	Hispanic/Latino Ethnic Flag	Synergy> Staff> Staff	Staff	HispanicIndicator		Revelation. HISPANIC_ETHNICITY	Indicates a staff member of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”
12	L	American Indian/Alaskan Native Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
13	M	Asian Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member 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.
14	N	African American Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the black racial groups of Africa.
15	O	White Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNI	Indicates a staff member having origins in any of

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
							CITY	the original peoples of Europe, the Middle East, or North Africa.
16	P	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Staff> Staff	Staff	EthnicCode		Revelation - ETHNICITY	Indicates a staff member having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
17	Q	Filler						Filler Space
18	R	Instructional Unit Identifier (IUID)	Synergy> Schedule> Section	Course	InstructionalUnitID	N/A	N/A	ODE assigned Instructional Unit Identifier (IUID) with a trailing check digit.
19	S	District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber	N/A	N/A	ODE Institution Identification number for the ESD or District administering the program or school in which the class being reported is situated. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.
20	T	School Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	SchoolCode	N/A	N/A	ODE Institution Identification number for the program or school where the class being reported is conducted. Institution ID numbers can be found at: <http://www.ode.state.or.us/instid/>.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
21	U	District Section Identifier	Schedule>Section	section	SectionId	N/A	N/A	Identifier that distinguishes the specific instance of a class being reported. This identifier can be any convention used by the institution.
22	V	District Course Identifier	Course>District Course	Course	CourseId	N/A	N/A	Local identifier, assigned by the district, used to uniquely identify the course.
23	W	Course Code	Course>District Course	Course	SCEDCourseCode	Y	K12.CourseInfo.SCED_COURSE_CODE	National Center for Education Statistics (NCES) or Non-NCES code for the course that is being taught in the location identified by the combination of class Room ID and Class Period.
24	X	Course Start Date						Date the course started.
25	Y	Team Teaching Flag	Schedule>Section	section	TeamTeaching	Y	K12.ScheduleInfo.TEAM_TEACHING	Flag indicating that the course is being team taught.
26	Z	Highly Qualified Status Determination Code	Staff>Staff>Credentials Tab	StaffCourseQualification	QualMethod	Y	K12.STAFF.QUAL_METHOD	Code indicating the District determination of Highly Qualified Status for the staff member in the specific course.
27	AA	Highly Qualified Status Comment						Comments describing the Highly Qualified Status of the staff

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								member. This may include High, Objective, Uniform State Standard of Evaluation (HOUSSE) documentation detail or test/score information.
28	AB	Reason Not Highly Qualified Code						Code indicating the reason the staff member teaching the course is not Highly Qualified.
29	AC	Highly Qualified Plan Comment						Comment describing the plan intended to make this teacher Highly Qualified for this course. Also used to explain why Reason Not Highly Qualified Code 9 (Other) was selected.
30	AD	Teacher Standards and Practices Commission License Flag						Flag documenting if TSPC (Teacher Standards and Practices Commission) records indicate a licensed/endorsed status for this staff member and course.
31	AE	Teacher License Flag						Flag indicating this teacher is licensed, or registered, with TSPC (Teacher Standards and Practices Commission)

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
32	AF	Filler						Filler Space
33	AG			School	OrganizatonAbbrName			Doc says AbbrSchoolName
34	AH			Organization	OrganizatonName			Doc says SchoolName
35	AI			course	CourseTitle			
36	AJ			SchoolOptions	StateSchoolCode			Doc says "This may be different than the SchlInstID when the student is enrolled in a school/program within a school in Synergy. In some districts schools are set up with internal numbers are our local school numbers that are different from the state institution ID's. This field should map to Organization>>School Code. The Institution ID in the file should map to Organization >> State CTDS Code. (This is a little difficult to explain and it may not be needed in Synergy. Perhaps more discussion is needed with the developers if you have more questions?)" If StateCTDS == "" then StateSchoolCode.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
37	AK			?	?			Audit 5 - Teacher Type - Value expected is 'P' for Primary/Main Teacher or 'A' for any additional teachers. Map to Section >> Staff Name = P AND Section >> Additional Staff = A. We would like these names to populate regardless of the TeamTchFg set on Section >> Additional Staff.
38	AL			SchoolRoom	RoomName			Audit 6 - Class Room Identifier - Room where the section or class takes place. Map to Section >> Room Name. Add letter 'R' as the beginning of all room names
39	AM			Section	PeriodBegin			Add P to beginning.

LEP

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
1	A	Secure Student Identifier (SSID)	Synergy> Student> Student	Student	StateStudentNumber			ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	District/Local Student Identifier	Synergy> Student> Student	Student	SisNumber			Identifier, assigned by the district, used to uniquely identify the student.
3	C	Resident District Institution Identifier	District Setup> Organization> District> District Code	setup.districtsetup	DistrictNumber			ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
4	D	Resident School Institution Identifier	District Setup> Organization> School> School Code	School	SchoolCode			ODE assigned Institution Identifier for the Resident School. The School responsible for the education of the student and also is the basis on which the State

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
5	E	Attending District Institution Identifier	Synergy> Student> Student	School	District Code			ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.
6	F	Attending School Institution Identifier	Synergy> Student> Student	School	SchoolCode			ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	Institution Filler						Reserved for future use.
8	H	Legal Last Name	Synergy> Student> Student	Student	LastName			Legal last name of the student.
9	I	Legal First Name	Synergy> Student> Student	Student	FirstName			Legal first name of the student.
10	J	Legal Middle Name	Synergy> Student> Student	Student	MiddleName			Legal middle name of the student.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
11	K	Generation Code	Synergy> Student> Student	Student	Suffix			Name suffix of the student (i.e. Jr., II, III).
12	L	Preferred Last Name	Synergy> Student> Student	Student	AKALastName			Preferred last name of the student.
13	M	Preferred First Name	Synergy> Student> Student	Student	AKAFirstName			Preferred first name of the student.
14	N	Preferred Middle Name	Synergy> Student> Student	Student	AKAMiddleName			Preferred middle name of the student.
15	O	Date of Birth	Synergy> Student> Student	Student	BirthDate			Date the student was born.
16	P	Gender Code	Synergy> Student> Student	Student	Gender			Code indicating the gender of the student.
17	Q	Hispanic/Latino Ethnic Flag	Synergy> Student> Student	Student	HispanicIndicator			Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”
18	R	American Indian/Alaskan Native Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
19	S	Asian Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student 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.
20	T	African American Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the black racial groups of Africa.
21	U	White Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
22	V	Native Hawaiian/Other Pacific Islander Race Flag	Synergy> Student> Student	RevPersonSecondaryEthnic	EthnicCode			Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	Race Filler						Reserved for future use.
24	X	Language of Origin Code	Synergy> Student> Student	Student	HomeLanguage			Code indicating the first language spoken in an individual's home in their early or

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								earliest childhood. One's first language or native language.
25	Y	Partial Social Security Number	Synergy> Student> Student	Student	SocialSecurityNumber			Last four (4) digits of the Social Security Number of the student.
26	Z	Enrolled Grade Code	Synergy> Student> Student	StudentSOREnrollment	Grade			Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.
27	AA	Street Address	Synergy> Student> Student	Student	HomeAddress			Street Address of the student's primary residence.
28	AB	City	Synergy> Student> Student	Student	HomeCity			City where the student's primary residence is located.
29	AC	Zip Code	Synergy> Student> Student	Student	HomeZipCode			First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip Plus Four Code	Synergy> Student> Student	Student	HomeZipCode4			Plus four portion of the postal zip code of the student's primary residence.
31	AE	Resident County Code	Synergy>system>setup>organization> district organization>	DistristSetup	CountyCode			Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
32	AF	Phone Number	Synergy> Student> Student	Student	PrimaryPhone			Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	Teacher Filler						Reserved for future use.
34	AH	High School Entry Cohort School Year	Synergy> Student> Student	Student	InitialNinthGradeEntryYear			School year the student entered high school in the format XXYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
35	AI	Student Filler						Reserved for future use.
36	AJ	Economically Disadvantaged Flag	Synergy> Student Programs> Free and Reduced Meal Program	Student	Disadvantaged			Indicates student eligibility for a Free or Reduced Lunch program.
37	AK	Title I Flag	Synergy> Student> Student	StudentSOREnrollment	Title1Program			Indicates the student is being served in a Title I Targeted Assisted School (TAS). Does NOT include students served in a Title I School Wide Program (SWP).
38	AL	Special Education Flag						Indicates student participation in an Individualized Education Plan (IEP/IFSP).
39	AM	Section 504 Flag	Synergy> Student> Student	StudentSOREnrollment	Access504			Indicates student eligibility for Section 504 services

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
40	AN	Migrant Education Flag	Synergy> Student> Student	Student	Migrant			Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.
41	AO	Indian Education Flag						Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American Indians.
42	AP	Limited English Proficiency Flag						Indicates a child who is Limited English Proficient.
43	AQ	Distance Learning Flag						Indicates student participation in a distance learning program or a program that includes online coursework.
44	AR	Homeschooling Flag						Indicates that the student is registered to receive homeschool instruction.
45	AS	Potentially Talented and Gifted Flag						Indicates that the student demonstrated the potential to

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								perform at the 97th percentile. The definition for this field is established by the district.
46	AT	Intellectually Gifted Flag						Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
47	AU	Academically Talented Reading Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.
48	AV	Academically Talented Math Flag						Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
49	AW	Creative Ability Flag						Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.
50	AX	Leadership Ability Flag						Indicates that the student demonstrated ability in motivating the performance of others either in educational or

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
								non-educational settings. The definition for this field is established by the district.
51	AY	Visual and Performing Arts Ability Flag						Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.
52	AZ	Transition Program Flag						Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working towards a regular or modified diploma.
53	BA	Alternative Education Program Flag						Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
54	BB	American Indian Tribal Membership Code	Synergy> Student> Native American	NativeAmerican	TribalCode			Indicates a student having membership in any Federally recognized tribe.
55	BC	American Indian Tribal Enrollment	Synergy> Student> Native American	NativeAmerican	TribalEnrollNum			Identifier indicating the student's Native

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
		Number						American tribal membership.
56	BD	Demographic Filler						Reserved for future use.
57	BE	Limited English Proficiency (LEP) Record Type Code						Code indicating the type of Limited English Proficiency (LEP) student record submitted.
58	BF	Limited English Proficiency (LEP) Test Name Code	Synergy> Test Hsitory> Setup> Test Definition	Test	TestNameCode	n	K12.TestInfo.Setup.TestNameCode	Code indicating the proficiency test that was used to evaluate the student's english proficiency.
59	BG	Limited English Proficiency (LEP) Test Administration Date	Synergy>Student Programs> English Language Learners> Assessment	EllstudentassessmentGrid	AdminDate	N/A	N/A	Date the proficiency test was administered to the student.
60	BH	Limited English Proficiency (LEP) Composite Scale Proficiency Level Code	Synergy>Student Programs> English Language Learners> Assessment	EllstudentassessmentGrid	Score	N/A	N/A	Code indicating the composite scale proficiency level of the student on the administered proficiency test.
61	BI	Limited English Proficiency (LEP) Program Model Type Code	Synergy>Student Programs> English Language Learners	Ell	ProgramCode	n	K12.ProgramInfo.EllProgramCode	Code indicating an English as a Second Language (ESL) instruction model used in the program in which the student was enrolled at the time of test administration.

Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
62	BJ	Limited English Proficiency (LEP) Start Date	Synergy>Student Programs> English Language Learners	ELL	LepUsStartDate	N/A	N/A	Date the student first entered an English Language Development (ELD) program anywhere in a public school in the United States; or the date a student was first identified as Limited English Proficient (LEP) and ELD services were declined.
63	BK	Limited English Proficiency (LEP) Exit Date	Synergy>Student Programs> English Language Learners	ELL	ReclassificationDate	N/A	N/A	Date the student exited an English Language Development (ELD) program; or the date a student demonstrates proficiency in English based on a valid and reliable proficiency assessment and is re-classified as English Proficient.
64	BL	Limited English Proficiency (LEP) Program Model Type Code 2	Synergy>Student Programs> English Language Learners	Ell	ProgramCode	n	K12.ProgramInfo.EllProgramCode	Code indicating a program model, other than English as a Second Language (ESL), in which the student was enrolled at the time of test administration.

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Row	Column	Data Element Name	Synergy Location	BO	Property	AltCode2 (state code) used	Look-up Table	Data Element Description
65	BM	Limited English Proficiency (LEP) Program Model Type Code 3	Synergy>Student Programs> English Language Learners	Ell	ProgramCode	n	K12.ProgramInfo.EllProgramCode	Code indicating a program model, other than English as a Second Language (ESL), in which the student was enrolled at the time of test administration.
66	BN	Limited English Proficiency (LEP) AMAO Unduplication Flag						Flag indicating that this record was used for Annual Measurable Achievement Objectives (AMAO) reporting.
67	BO	Limited English Proficiency (LEP) Filler						Reserved for future use.