



Synergy[™]

Student Information System

Synergy[™]

**State of Virginia Data Reporting
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
November 2012	1	1	1	Initial release of this document
March 2013	1	1	2	Updated lookup tables and collection tables for 2012-13.
June 2013	1	1	3	Updated to 8.0.2.0
February 2014	1	1	4	Updated to 8.0.7.1

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 the VDOE Reporting process
- ▶ Overview of the VDOE Screens
- ▶ Information and setup needed before configuring VDOE

OVERVIEW OF VIRGINIA STATE REPORTING

Synergy provides a seamless process to report the required data to the Virginia Department of Education. Some of the notable features of the Virginia Department of Education (VDOE) Data Reporting include:

- Synergy 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 is updated every year to reflect the changes introduced by the Virginia 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 VDOE in the following scheduled collections:

- Student Record Collection
 - December 1 Child Count Extract
 - EIMS Extract
 - End of Year Student Record Extract
 - Fall Student Record Extract
 - Spring Student Record Extract
 - Summer Student Record Extract
- Master Schedule Collection
 - Fall (as of the 20th day of school) Submission
 - EOY (as of the End of Year)

Student enrollment information is entered into the Student screen as part of the normal enrollment process. Attendance data is entered into Synergy as part of the normal process of taking attendance. Information regarding the student's participation in special programs such as ESL (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 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 VDOE transaction validation rules from the state. These validation rules are updated when the state makes any changes to the VDOE 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

VDOE reporting in Synergy 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 VDOE.
2. **Upload:** The second step is uploading the XML file created in step 1 to the VDOE. The user saves the XML file to a folder on the hard drive (or a network drive).
3. **Verify:** The user then verifies the data sent. The state provides reports showing any errors.
4. **Certification:** After the data entry errors are corrected, the data must be certified.

Location of the State Data Reporting Screens

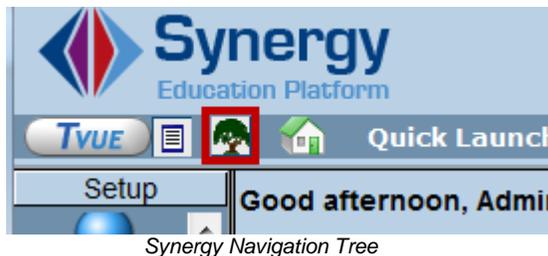
The **Student** screen collects the majority of the student information required by VDOE.

The **VA** folder of the Synergy menu (also known as the PAD tree) includes extract and setup screens.

The **Student Programs** folder of the Synergy menu includes the **English Language Learners** screen, the **Free and Reduced Meals** screen, the **Mass Update Student Programs** screen, the **Student Needs** screen (used for Program Participation Eligibility and Title I Programs and Services), and the **Student Program Summary** screen.

Accessing the VA folder

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



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



Synergy 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 > VA**. This would mean go to the Navigation Tree, click on the Synergy folder, and then click on the VA folder.

OVERVIEW OF THE STUDENT SCREEN

The **Student** screen is located under the **Synergy > Student** folder.

The Synergy Student screen has been customized for Virginia users to mirror fields also found elsewhere in the system. These mirrored fields, such as **ELL**, are used for state reporting.

The screenshot displays the 'Student' screen interface. At the top, there is a menu bar with options like 'Menu', 'Find', 'Undo', 'Add', and 'Delete'. Below this is a header section with 'Student Name: School: Teacher: Room: Age:'. The main area is divided into several tabs: 'Demographics', 'Other Info', 'Parent/Guardian', 'Emergency', 'Enrollment', 'Enrollment History', 'Classes', 'Documents', 'Student Contact Log', 'Notes', and 'VBCPS'. The 'Demographics' tab is active, showing fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'State Testing ID'. Below this are sections for 'Student Information' (including Gender, Home Language, Language To Home, Primary Language Other, Nick Name, Last Name Goes By, AKA Last Name, AKA First Name, AKA Middle Name, AKA Suffix, Birth Date, Birth Place, Birth State, Birth Country, Birth Verification, Birth Verification Other, Birth Certificate Num, and Email), 'Race and Ethnicity' (including Hispanic/Latino, Federal Ethnic Code, and checkboxes for African American, Caucasian, American Indian, Asian, and NATV Hawaiian/Pacific Islander), 'Home Address' and 'Mail Address' (including Address, City, State, ZIP Code, and a 'Map it!' button), 'Phone Numbers' (with a 'No Phone' checkbox and an 'Add' button), and 'ELL Languages' (including Language First Learn, Home Language, Language To Home, Language By Home, and Language By Adult Home).

VA Student Screen

OVERVIEW OF STUDENT PROGRAMS SCREENS

The Student Programs screens are located under the Synergy > Student Programs folder.

The **Childhood Assessment** screen is not used for state reporting at this time.

The **Childhood Program Participation** screen is not used for state reporting at this time

The **ELL** tab of the **English Language Learners** screen lists the student's current status of participation in the ESL program. Information entered here is used in the LEP component for state reporting.

The **Free and Reduced Meals** screen records the student's participation in the Free and Reduced Meals or National School Lunch Program.

The **Instructional Hour Entry** screen is not used for state reporting at this time.

The **Instructional Hours by Program** screen is not used for state reporting at this time.

The **Instructional Hours by Student** screen is not used for state reporting at this time.

The **Mass Update Student Programs** screen gives districts the ability to record an exit date and reason for any students participating in any special program at the end of the year, saving many hours of data entry.

The **Special Ed Student Services** screen or Synergy SE can be used to enter special education information and services that must be reported to the state.

The **Student GATE** screen can be used to enter Gifted and Talented information.

The **Student Needs** screen lists the student's participation in any other programs that must be reported to the state, such as Title I programs.

The **Student Program Summary** screen lists the transactions that have been generated for a student for all student programs.

The **Teacher Request for Assistance** screen is not used for state reporting at this time.

OVERVIEW OF VA (STATE OF VIRGINIA) SCREENS

The **VA** screens are located under the **Synergy > VA** folder.

The **VDOE** submission screens are located under **Synergy > VA** and are where the files are created for uploading to the state. There is a screen for each collection. Below is an example of the **Master Schedule Collection** screen:

VDOE Master Schedule Collection

The screen under the **Setup** folder is discussed in Chapter 2 of this guide.

BEFORE STARTING

Before starting to define the setup of the VDOE 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 - Attendance Administrator Guide*.
- The **Student Information** setup as outlined in the *Synergy – Student Information Guide*.

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

- The most recent list of valid VDOE codes should be available for reference from the Virginia Department of Education website (<http://www.doe.virginia.gov/>). The lists of values can be accessed by clicking on the Data Collection link on the Information Management page. Click on a collection name, and find the Data Elements file for the current year.
- A list of **special needs programs** that are in use at each school. While every district must offer ESL 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 logon** that has access to all schools at the district as well as the district-level data.

- The **state CTDS code for each school** and the **state Division for the district**. These codes are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

Chapter Two: **VDOE SETUP**

In this chapter, the following topics are covered:

- ▶ The steps in the setup process
- ▶ System setup
- ▶ Lookup tables that need to be configured
- ▶ Lookup table maintenance instructions
- ▶ Organization setup
- ▶ District setup
- ▶ School setup
- ▶ Student programs setup

OVERVIEW OF THE SETUP PROCESS

To configure Synergy to upload the necessary information to the state of Virginia, 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 Level Setup** – set the district-level options for the upload process
4. **Virginia Extract Required Setup** – create Filter Group Definitions and enter state requirements.
5. **School Setup** – setup school-level options.

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 State of Virginia 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.

The lookup tables used in state reporting are:

<i>Synergy SIS</i>	<i>Virginia</i>
K12	
Diploma Type	Graduate /Other Completer Code
Disadvantaged	Disadvantaged Status Flag
Early College Scholar	Early College Scholar Program Code
Grade	Grade Level Code
Graduation Plan	Graduate Plan Code
Language	Home Language Code
K12 .Accommodations	
Plan	504 Plan
K12 .Course Info	
Alt Id Type	GED Program Code
Sced Course Code	SCED Course Identifier
Sced Course Level	SCED Course Level
Subject Area	SCED Subject Area

CTE Career Clusters	Career Cluster Code
Cp Skills Test	Skills Assessment
Course Duration	Semester
Governor Academy Code	Governor's Academy Code
Provider Description	Provider Description
K12 .Discipline Info	
AES Type	Alternative to External Suspension
K12 .Demographics	
CTE Special Populations Codes	CTE Special Populations Codes
Dwelling Type	Initial Primary Nighttime Residence Code
Homeless	Unaccompanied Homeless Youth Flag
K12 .Enrollment	
District	Responsible Division Number/Serving Division Code
Enter Code	Entry Code
Experience Code	PK Experience Code
Experience Time Code	PK Weekly Time Code
FTE	Non-public student FTE
Leave Code	Exit/Withdraw Code
School	Responsible School Number/ Reporting School Number/Serving School Center Code
School Choice Status	School Choice Status Code
Tuition Payer Code	Tuition Paid Code
Virtual Program	Full Time Virtual Program Code
K12 .Program Info	
ELL DES Code	ESL Code
GATE Code	Gifted Code
ELL Idea Code	English Mastery Level
Nighttime Residence	Initial Primary Nighttime Residence Code
K12 .Schedule Info	
Instructional Strategy	Virtual Course Indicator
Defined Class Type	Defined Class Type – Formerly Assignment Codes
Staff Responsibility	Teacher Role Code
K12 .Setup.VA	
Sanction Type	Discipline/Sanction as a result of Discipline, Violence, or Criminal incident
K12 .SpecialEd	
Disability Code	Primary Disability Code
K12 .Staff	
Teacher Administrator License Prefix	Teacher/Administrator License Prefix - Numbers
Qual Method	High-Quality Professional Development
Revelation	
Country	Country of Birth Code
Ethnicity	Race Code

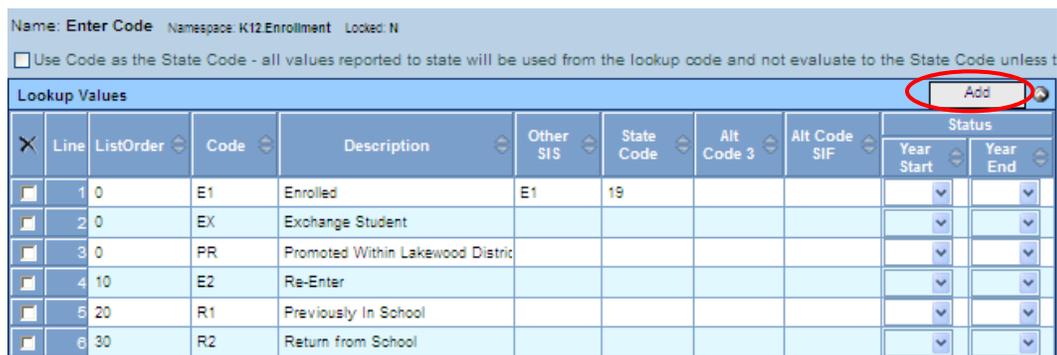
Gender	Gender Code
Hispanic Ethnicity	Ethnic Flag



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.

Maintaining Lookup Tables

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



Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	E1	Enrolled	E1	19				
2	0	EX	Exchange Student						
3	0	PR	Promoted Within Lakewood District						
4	10	E2	Re-Enter						
5	20	R1	Previously In School						
6	30	R2	Return from School						

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.

- 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. If a code is entered in the State Code column, that code is used.

Adding an Alt Code for Highly Qualified by Method

Additional setup is required for the Highly Qualified by Method code to designate if a teacher is “Highly Qualified,” “Flexible,” or both.

- On the Lookup Table Definition screen, navigate to K12.Staff > Qual Method.
- In the **Alt Code 3** column, enter “HQ” for Highly Qualified, or “FL” for Qualified by a Flexible Criteria, or “HQFL” of Highly Qualified and Qualified by a Flexible Criteria.

Name: **Qual Method** Namespace: **K12.Staff** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1		H	Yes, using HOUSSE		H	HQFL			
	2		N	No		N				
	3		Y	Yes, other than HOUSSE		Y	HQ			
	4		F	Yes, highly qualified paraprofessiona		F	FL			

Qual Method Lookup Table

- Save the table.

Adding an Alt Code for Staff Members Funded by Title I

Additional setup is required for the staff funding source code to designate if the funding for a teacher comes from a Title 1 source.

- On the Lookup Table Definition screen, navigate to K12.Staff > Source.
- In the **Alt Code 3** column, enter “1” for Title 1 funding sources.

Name: **Source** Namespace: **K12.Staff** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	1	Title I			1			
	2	0	2	Title 6B						
	3	0	3	General Fund						

Source Lookup Table

- 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									
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	1		School Sponsored/Coordinated			ScV			

Instructional Strategy Lookup Table

3. Save the table.

Adding an Alt Code for Course Duration

Additional setup is required for the Course Duration code to designate which semester a course is taken.

1. On the Lookup Table Definition screen, navigate to K12.CourseInfo > Course Duration.
2. In the **Alt Code 3** column, enter “1” for all terms that occur during the first semester, “2” for all terms that occur during the second semester, “3” for yearlong courses, and “4” for summer school sessions.

Name: **Course Duration** Namespace: **K12.CourseInfo** 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									
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	Q1	Quarter 1			1			
2	0	Q2	Quarter 2			1			
3	0	Q3	Quarter 3			2			
4	0	Q4	Quarter 4			2			
5	0	QF	Quarters (1 or 2)			1			
6	0	QS	Quarters (3 or 4)			2			
7	0	QT	Quarter						
8	0	QX	Quarter (Any)						
9	0	S1	Semester 1			1			

Course Duration Lookup Table

3. Save the table.

Adding State Codes for Accommodation Plans

Additional setup is required for the Plan code to designate that a student has a 504 plan for a disability that qualifies under Section 504 of the Rehabilitation Act.

1. On the Lookup Table Definition screen, navigate to K12.Accommodations > Plan.
2. In the **State Code** column, enter “504” for 504 plans.

Name: Plan Namespace: K12.Accommodation Locked: N										
<input type="checkbox"/> 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										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	504	504 Plan		504				

Plan Lookup Table

3. Save the table.

Adding State Codes for Primary Disabilities

Additional setup is required for the correct state code for a disability to be reported in the Student Collection Record.

1. On the Lookup Table Definition screen, navigate to **K12.SpecialEd > Disability Code**.
2. In the **State Code** column, enter the appropriate state code for the disability. The state codes are available on the Virginia Department of Education website.

Name: Disability Code Namespace: K12.SpecialEd Locked: N										
<input type="checkbox"/> 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										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	1	AUT	Autism		13				
	2	2	D	Deafness		6				
	3	3	DB	Deaf-Blindness		12				
	4	4	DD	Developmental Delay		16				
	5	5	ED	Emotional Disability		8				
	6	6	HI	Hearing Impairment		6				
	7	7	ID	Intellectual Disability		19				
	8	8	MD	Multiple Disabilities		3				
	9	9	OHI	Other Health Impairment		10				
	10	10	OI	Orthopedic Impairment		4				
	11	11	SLD	Specific Learning Disability		7				
	12	12	SLI	Speech - Language Impairment		9				
	13	13	TBI	Traumatic Brain Injury		14				
	14	14	VI	Visual Impairment Including Blindness		5				

Disability Code Lookup Table

3. Save the table.

Adding State Codes for Governor’s Academy Code

Additional setup is required to indicate if a course is taken at the Governor’s Academy.

1. On the Lookup Table Definition screen, navigate to **K12.CourseInfo > GovernorAcademyCode**.
2. In the **State Code** column, enter the appropriate academy code. The state codes are available on the Virginia Department of Education website.

Name: Governor Academy Code Namespace: K12.CourseInfo Locked: N										
<input type="checkbox"/> 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	
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1		H	Health Academy		H			▼	▼
	20		S	STEM Academy		S			▼	▼

Governor Academy Code Lookup Table

3. Save the table.

Adding State Codes for Defined Class Type

Additional setup is required to indicate who is receiving instruction from primary staff and secondary staff in a section.

1. On the Lookup Table Definition screen, navigate to **K12.ScheduleInfo > DefinedClassType**.
2. In the **State Code** column, enter the appropriate code. The state codes for the Defined Class Type are available on the Virginia Department of Education website.

Name: Defined Class Type Namespace: K12.ScheduleInfo Locked: N										
<input type="checkbox"/> 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	
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	1	0112	Gifted Education		0112			▼	▼
	2	2	1105	Reading Specialist		1105			▼	▼
	3	3	3100	Mathematics Specialist		3100			▼	▼
	4	4	5705	English as a Second Language (Eler		5705			▼	▼
	5	5	5710	English as a Second Language (Sec		5710			▼	▼
	6	6	7800	Early Childhood Special Education (7800			▼	▼
	7	7	7805	Autism		7805			▼	▼
	8	8	7810	Multiple Disabilities		7810			▼	▼
	9	9	7815	Other Health Impairment		7815			▼	▼
	10	10	7822	Intellectual Disability		7822			▼	▼
	11	11	7848	Hearing Impairment		7848			▼	▼
	12	12	7850	Visual Impairment		7850			▼	▼

Defined Class Type Code Lookup Table

3. Save the table.

Adding State Codes for Staff Responsibility

Additional setup is required to indicate a primary or secondary teacher’s role in the classroom.

1. On the Lookup Table Definition screen, navigate to **K12.ScheduleInfo > StaffResponsibility**.
2. In the **State Code** column, enter the appropriate code. The state codes for the Teacher Roles are available on the Virginia Department of Education website.

Name: Staff Responsibility Namespace: K12.ScheduleInfo Locked: N						
<input type="checkbox"/> 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						
×	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	0	1	Teacher of Record		1
<input type="checkbox"/>	2	1	2	Other Teacher Whole Class Most of		2
<input type="checkbox"/>	3	2	3	Other Teacher Whole Call Some of t		3
<input type="checkbox"/>	4	3	4	Other Teacher Few Students		4

Defined Class Type Code Lookup Table

3. Save the table.

Adding State Codes for Sched Subject Area

Additional setup is required to indicate the general context category of the section.

1. On the Lookup Table Definition screen, navigate to **K12.CourseInfo > ScedSubjectArea**.
2. In the **State Code** column, enter the appropriate code. The state codes for the Subject Areas are available on the Virginia Department of Education website.

Name: Sced Subject Area Namespace: K12.CourseInfo Locked: N									
<input type="checkbox"/> 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									
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
									Year Start Year End
<input type="checkbox"/>	1	0	01	English Language and Literature		051			▼ ▼
<input type="checkbox"/>	2	0	02	Mathematics		052			▼ ▼
<input type="checkbox"/>	3	0	03	Life and Physical Sciences		053			▼ ▼
<input type="checkbox"/>	4	0	04	Social Sciences and History		054			▼ ▼
<input type="checkbox"/>	5	0	05	Fine and Performing Arts		055			▼ ▼
<input type="checkbox"/>	6	0	06	Foreign Language and Literature		056			▼ ▼
<input type="checkbox"/>	7	0	07	Religious Education and Theology		057			▼ ▼
<input type="checkbox"/>	8	0	08	Physical, Health and Safety Educati		058			▼ ▼
<input type="checkbox"/>	9	0	09	Military Science		059			▼ ▼
<input type="checkbox"/>	10	0	10	Computer and Information Sciences		060			▼ ▼
<input type="checkbox"/>	11	0	11	Communications and Audio/Visual T		061			▼ ▼
<input type="checkbox"/>	12	0	12	Business and Marketing		062			▼ ▼
<input type="checkbox"/>	13	0	13	Manufacturing		063			▼ ▼
<input type="checkbox"/>	14	0	14	Health Care Sciences		064			▼ ▼
<input type="checkbox"/>	15	0	15	Public, Protective, and Government !		065			▼ ▼

Sced Subject Area Code Lookup Table

3. Save the table.

Adding State Codes for Course Level

Additional setup is required to indicate the level of rigor of the course.

1. On the Lookup Table Definition screen, navigate to **K12.ScheduleInfo > ScedCourseLevel**.
2. In the **State Code** column, enter the appropriate code. The state codes for the Sced Course Level are available on the Virginia Department of Education website.

Name: **Sced Course Level** Namespace: **K12.CourseInfo** 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									
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	1	B	Basic or remedial course		B				
2	2	G	General or regular course		G				
3	3	E	Enriched or advanced course		E				
4	4	H	Honors course		H				
5	5	D	Dual/concurrent enrollment course						
6	6	A	Articulation agreement course						
7	7	C	Industry/occupational certification co						
8	8	X	Not applicable		X				
9	9	N	No credit						

Sced Course Level Code Lookup Table

3. Save the table.

Adding State Codes for Course Code

Additional setup is required to indicate the general courses within the Subject Area.

1. On the Lookup Table Definition screen, navigate to **K12.ScheduleInfo > ScedCourseCode**.
2. In the **State Code** column, enter the appropriate code. The state codes for the SCED Course Codes are available on the Virginia Department of Education website.

Name: **Sced Course Code** Namespace: **K12.CourseInfo** 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									
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	01001	English/Language Arts I (9th grade)		01001				
2	0	01002	English/Language Arts II (10th grade)		01002				
3	0	01003	English/Language Arts III (11th grade)		01003				
4	0	01004	English/Language Arts IV (12th grad)		01004				
5	0	01005	AP English Language and Composi		01005				
6	0	01006	AP English Literature and Composi		01006				
7	0	01007	AP Combined English Language/Lite		01007				

Sced Course Code Lookup Table

3. Save the table.

Adding State Codes for Provider Descriptions

Additional setup is required to indicate the type of service provider.

1. On the Lookup Table Definition screen, navigate to **K12.CourseInfo > ProviderDescription**.
2. In the **State Code** column, enter the appropriate code. The state codes for the Provider Descriptions are available on the Virginia Department of Education website.

Name: **Provider Description** Namespace: **K12.CourseInfo** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	1	Comprehensive Services Act		1				
	2	0	2	Multi-divisional Online Provider						
	3	0	3	LEA Contract Provider (Online or Not		3				
	4	0	4	Unlicensed Individual (Teacher, Pupil		4				
	5	0	5	Post Secondary Institution		5				
	6	0	6	Locally Licensed Individual						
	7	0	7	Other/Unknown		7				

Provider Description Code Lookup Table

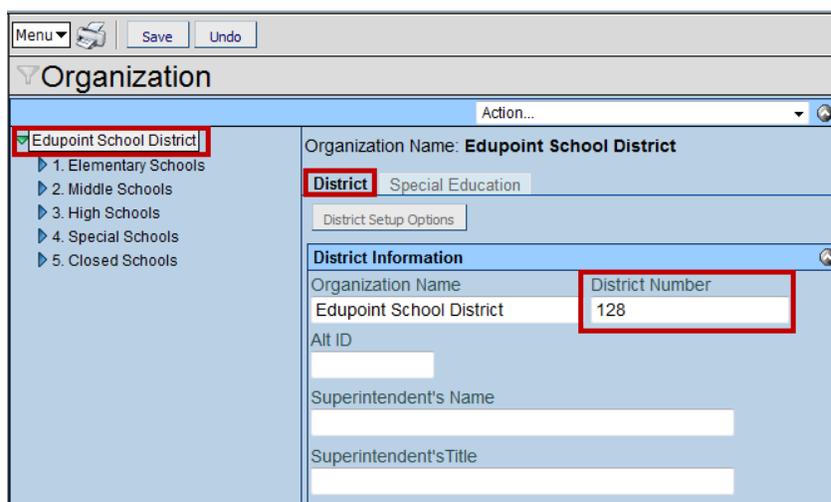
3. Save the table.

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 Division code in Synergy:

1. Go to the **Organization** screen, found under **Synergy > System > Setup**.



The screenshot shows the 'Organization' screen in Synergy. On the left, a tree view shows 'Edupoint School District' selected, with sub-items for Elementary Schools, Middle Schools, High Schools, Special Schools, and Closed Schools. The main area displays the 'District' tab for 'Edupoint School District'. The 'District' field is set to 'Special Education'. Below this, the 'District Information' section contains several fields: 'Organization Name' (Edupoint School District), 'District Number' (128), 'Alt ID', 'Superintendent's Name', and 'Superintendent's Title'. The 'District Number' field is highlighted with a red box.

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 Division number. Refer to the Virginia Department of Education, www.doe.virginia.gov, for valid district numbers, if needed.
4. Click the **Save** button at the top of the screen.

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.

Entering the school-level information:

1. Go to the **Organization** screen, found under **Synergy > System > Setup**.
2. 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.



Organization Screen, District Structure

3. Click on the **name of the school** and the school setup screen appears.

The screenshot shows the 'School Information' tab for 'Hope High School'. The 'School Code' field is highlighted with a red box and contains the value '059'. The 'State CTDS Code' field is also highlighted with a red box and contains the value '0590'. Other fields include 'School Name' (Hope High School), 'Abbr School Name', 'Principal Name' (Aderson, Gordon), 'Address' (123 Main St), 'City' (Phoenix), 'State' (AZ), and 'ZIP Code' (85694). The 'Other Information' section includes 'Phone' (949-555-1212), 'Fax' (949-555-1213), 'Counselor Dept Phone', 'Sis School Code' (059), and 'State CTDS Code' (0590).

Organization Screen – School tab

4. 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. (Refer to the Virginia Department of Education, www.doe.virginia.gov, for valid school codes, if needed.)
5. Click the **Save** button at the top of the screen.

- 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.

- Navigate to **Synergy SIS > System > Setup > Organization**. The **Organization** screen displays.
- Select the appropriate school.
- From the **Other Information** group box, select the **Hide Organization from General Use** check box.

The screenshot shows the 'Organization' screen for 'Hope High School'. The left sidebar shows a tree view with 'High Schools' expanded and 'Hope High School' selected. The main area shows the 'Other Information' section with the following fields:

Phone	Fax	Counselor Dept Phone
949-555-1212	949-555-1213	

Below this table are fields for 'Sis School Code' (059), 'State CTDS Code' (0590), and 'Alt Funding School Code'. There are also fields for 'College Board School Number', 'Website URL', and 'Default Email Address'. The 'Live In Synergy' checkbox is checked, and the 'Hide Organization From General Use' checkbox is checked and highlighted with a red box. At the bottom, there is a 'Central Print ID' field with a note: 'to update this value, change State CTDS Code.' and an 'Alternate Information' section.

Organization screen – School tab

- 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.

DISTRICT SETUP

In order to report their data 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 Discipline Disposition Codes

The disposition is the category or type of action the school takes to discipline a student as a result of an incident. Dispositions include detention, suspension, and expulsion. Dispositions used within the district are defined on the **District Disposition Code Setup** screen. The dispositions that are reported to the state in the DCV (Discipline, Crime, and Violence) Exact are marked using the Report to State. For detailed instructions on setting up disposition codes, see the *Synergy SIS Discipline & Conference Administrator Guide*.

Setting up English Language Learner (ESL) Reporting

The data uploaded to the State of Virginia to document the ESL services provided to the student is gathered from the data entered into the **Student** and **English Language Learner** screens within Synergy SIS. To prepare this information for data collection, several different areas need to be configured with the appropriate state codes. These codes could 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 Chapter 2.

Setting up Free and Reduced Meals

In Virginia, districts use either the Free and Reduce Meals (FRM) program or the National School Lunch Program (NSLP) to indicate qualified student financial need. The data uploaded to the State of Virginia to document student need is gathered for both programs is entered into the **Free and Reduced Meals** screen within Synergy. To prepare this screen for data collection, one lookup table needs to be configured with the appropriate state codes. 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 Chapter 2.

Setting up Special Education Reporting

Special Education Reporting can be entered in either the **Special Ed Student Services** screen within Synergy SIS or within Edupoint's special education student information systems, Synergy SE. If your school or district uses Synergy SE, please refer to the application documentation for details on which fields and screens to populate.

Setting up Student GATE

The Student GATE screen is used to document the application and acceptance process for students applying to a Gifted & Talented Education (GATE) program such as a magnet school. Only the **Gate Code (Gifted Code)**, **Enter Date**, and **Exit Date** are required by the State of

Virginia. Since all the other information on this screen is **not reported to the state**, the values in the other lookup tables can be whatever the district needs.

Setting up Other Needs & Programs

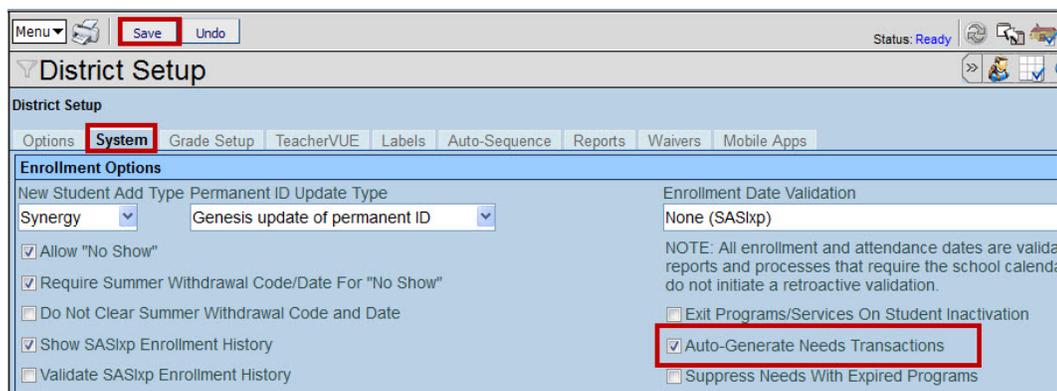
The other needs and programs are configured through the **Needs/Programs Definition** screen found under Synergy > Student Programs > Setup. This is comprised of two sets of codes – one which defines the Needs and the other which specifies the Programs available for those needs. Verify that the programs and program codes provided at your district are correctly defined.

Setting up Program Exits

Exit Programs/Services On Student Inactivation requires manual entry when a student returns to a school. Selecting this option automatically exits the student from all programs were they are currently enrolled.

Auto-Generate Needs Transactions uses the enrollment history to automatically exit and re-enroll the student when they transfer from school to school. The use of **Auto-Generate Needs Transactions** is required for Virginia submission.

1. Navigate to the **Synergy SIS > System > Setup > District Setup**. The **District Setup** screen displays.
2. On the **System** tab, select **Auto-Generate Needs Transactions** check box.



District Setup screen – System tab

3. Click **Save**.

Enabling Historical Tracking of Staff in Sections

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

1. Navigate to the **Synergy SIS > System > Setup > District Setup**. The **District Setup** screen displays.

The screenshot shows the 'District Setup' application window. At the top, there is a 'Menu' dropdown, 'Save' and 'Undo' buttons, and a 'Status: Ready' indicator. Below the title bar, the 'District Setup' header is visible. Underneath, there are several tabs: 'Options', 'System' (which is highlighted with a red box), 'Grade Setup', 'TeacherVUE', 'Labels', 'Auto-Sequence', 'Reports', 'Waivers', and 'Mobile Apps'. The 'System' tab contains various configuration options. In the 'Other Options' section, the checkbox for 'Enable historical tracking of staff in sections' is checked and highlighted with a red box. Other options include 'Discipline Type' (set to Incident), 'Incident Violation Display' (set to Entire Violation), 'District Group History Filter' (set to All Groups for All Years for All Schools), 'Student Notification' (set to Icon), 'Badge Number Update Type' (set to Manual update of badge number), 'Adult ID Update Type', 'Fee Total Type' (set to Total fees for all organizations and all years), and several other checkboxes like 'Allow Negative Seat Totals' and 'Enable Announcement Dismissal'.

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** check box.
3. Click **Save**.



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

Exclude Concurrent Courses from Course Counts

Districts have the option to exclude concurrent courses from course counts so that concurrent classes are not reported twice.

1. Navigate to the **Synergy SIS > Student > Setup > District Groups**. The **District Groups** screen displays.
2. Select the Course Count Rules tab.

The screenshot shows the 'District Groups' application window with the 'Course Count Rules' tab selected. The 'Exclude Concurrent Courses from Current Course Count' checkbox is checked and highlighted with a red box. Below this, the 'Failing Marks Definition' section contains a grid of checkboxes for various grades (A through F, and 1 through 4) and their equivalents. The 'Course Count Amounts' section has a checked box for 'Use Credit For Course Counts' and a value of '5.000' for 'Previous Year Course Count'. The 'Term Code Defaults' section shows a table with columns for Line, Term Code, Count Value, and Multiplier. The first row shows '1 Q1-Quarter 1' with a 'Count Value' of '0.25' and a 'Multiplier' of '2.00'.

District Groups screen – Course Count Rules tab

3. Select the **Exclude Concurrent Courses from Current Course Count** option
4. Click **Save**.



Note: If when running a student or district group report such as the GRP403, if the **Exclude Concurrent Courses from Current Course Count** option is selected (on the District Groups screen) and either **Current Grading Period Courses** or **Courses as a Course Count Date** options are selected on the report interface, the report does not include concurrent courses.

The screenshot shows the 'Report Interface' for a 'Master Eligibility List' report (Number: GRP403). The 'Options' tab is selected. In the 'Current Course Count Options' section, the 'Method Used For Student Current Course Count' is set to 'Current Grading Period Courses' and 'Courses as of Course Count Date (must enter date)'. The 'Course Count Date' field is empty. Below this, there are checkboxes for 'Semester 2', 'Quarter 3', and 'Trimester 3'. The 'Previously Passed Course Count Options' section is also visible, with a dropdown for 'Course Count Option' and two dropdowns for 'Course History Month Begin' and 'Course History Month End'.

VIRGINIA EXTRACT REQUIRED SETUP

There is setup of some features that are required to support the Virginia 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 > VA > Setup > Filter Group Definition**.

Figure 2.1 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.

Line	School Name	School Code
1	Synergy School District	
2	Adams Elementary	101
3	Bev High School	12345
4	Central Enrollment	
5	Continuation High School	
6	Eisenhower Middle School	
7	Grant Elementary	
8	Greene High School	98765
9	Hancock High School	502
10	Hope High School	273

Figure 2.2 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.

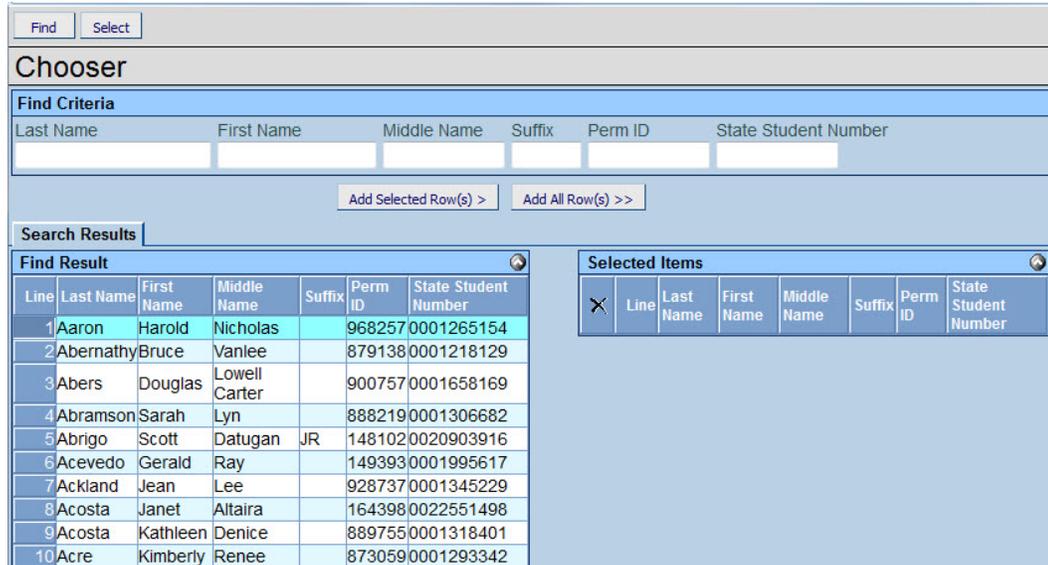


Figure 2.3 Chooser screen - students

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.

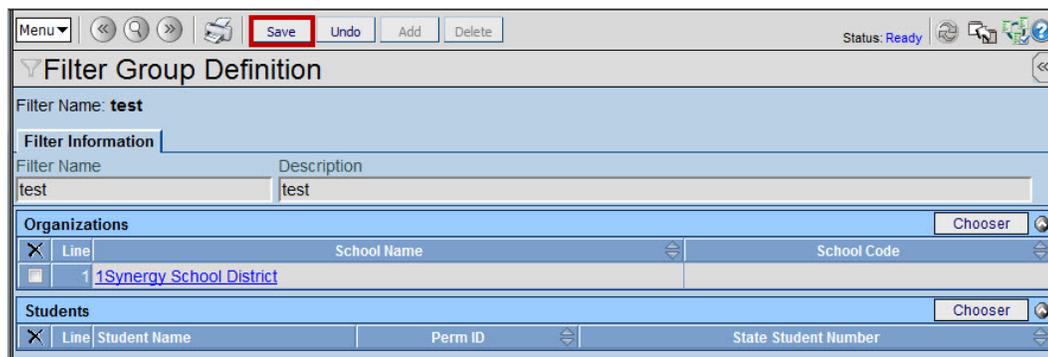


Figure 2.4 Filter Group Definition screen - Save

15. Click **Save**.

Defining State Requirements

The **District State Requirements** screen enables you to define the type of data your district reports for the Student Record Collection and Discipline Crime and Violence submissions.

Student Record Collection

1. Navigate to the **Synergy SIS > VA > Setup > District State Requirements**.

The screenshot displays the 'District State Requirements' web application interface. At the top, the organization is identified as 'Virginia Beach City Public Schools'. The 'Student Record Collection' tab is selected, with 'DCV Extract' as the active sub-tab. A text field for 'Email Address For Submission' contains 'a@edupoint.com'. Below this, the 'Program Settings' section features several dropdown menus: 'Title One Program' (set to 'TITLE I'), 'Supplemental Education Services', 'Neglected Delinquent Need', 'Homeless Need' (set to 'Homeless'), 'Medicaid Need', and 'CTE Completer Address'. The 'Tests' section contains dropdowns for 'Kindergarten Assessment Test', 'Advanced Placement Test', 'International Baccalaureate Exam', 'IGCSE Exam', and 'AICE Exam'. The 'Attendance Absence Types' section at the bottom has dropdowns for 'Reason Type 1' (set to 'Unverified'), 'Reason Type 2' (set to 'Excused'), 'Reason Type 3' (set to 'Unexcused'), and 'Reason Type 4'.

Figure 2.5 – District State Requirements screen, Student Record Collection tab

2. On the Student Record Collection tab, enter the default contact's email address in the **Email Address For Submission** field.
3. Select the program that your district had designated for the following:
 - **Title One Program**
 - **Supplemental Education Service.**
 - **Neglected Delinquent Need Program**
 - **Homeless Need**
 - **Medicaid Need**
4. Select the **CTE Completer Address**, either the home or mailing address.
5. Select the test that your district had designated for the following:
 - **Kindergarten Assessment Test**
 - **Advanced Placement Test**
 - **International Baccalaureate Exam**

- **IGCSE Exam**
- **AICE Exam**

6. Select the **Attendance Absence Types** that your district reports from the fields.
7. Click **Save**.

DVC (Discipline, Violence, and Crime) Extract

1. Navigate to the **Synergy SIS > VA > Setup > District State Requirements**.

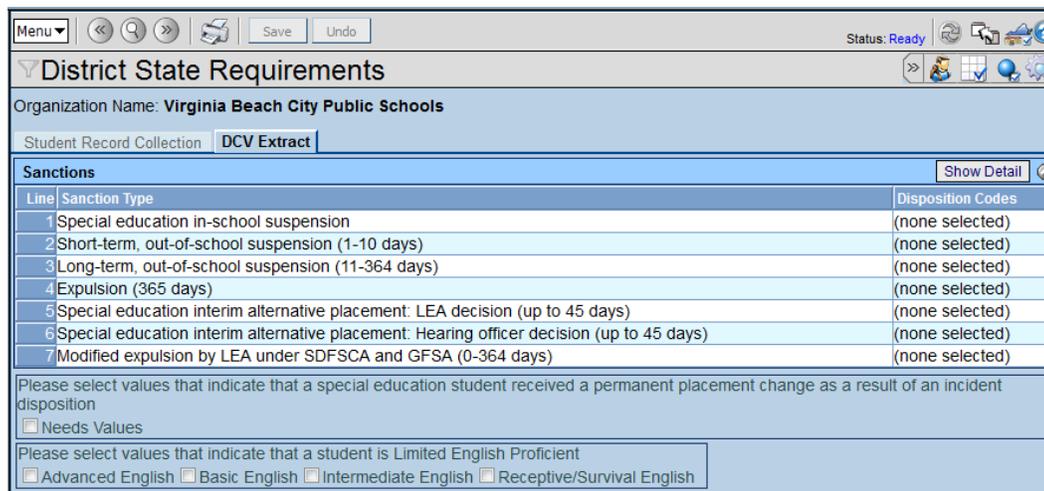


Figure 2.6 – District State Requirements screen, DCV Extract tab

2. On the **DCV Extract** tab, select a sanction type from the **Sanction** grid.
3. Click **Show Details**. The **Disposition Codes** for the selected sanction type display.
4. Select the **Disposition Codes** to be reported in relation to the sanction.
5. Click **Save**.
6. Repeat for every sanction type listed.
7. Select the value that indicates that a special education student's placement was permanently changed as a result of an incident.
8. Select the value that indicates a student is **Limited English Proficient**.
9. Click **Save**.

SCHOOL SETUP

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

Excluding from State Reporting

1. Navigate to **Synergy SIS > System > Setup > School Setup**. The **School Setup** screen displays.

The screenshot shows the 'School Setup' interface for 'PEMBROKE ELEMENTARY SCHOOL' in the '2011-2012' school year. The 'Basic Info' tab is active. The 'Track Selection' section is empty. The 'Policy Code' section has a 'Needs Values' checkbox. The 'Other Info' section contains several fields: 'Exclude from State Reporting' (checked), 'Validate Student Classes' (dropdown), 'Default Locker Combination' (dropdown), and 'Improvement Status' (dropdown). The 'Generic Teacher Aide Course' section has a table with columns for 'Course ID', 'Course Title', and 'Credit Given', and a 'From Section Credit' dropdown. The 'Save' button is highlighted in red.

School Setup screen

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.

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**. The **School Setup** screen displays.

Programs		
All students enrolled in this school year are in the <input type="text" value="Eligible"/> FRM program.		
Programs / Needs		
Line	Description	Detail
1	Title 1	Show Detail

School Setup screen – Programs group box

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.

STATE REQUIREMENTS SCREEN

The State Requirements screen, found under **Synergy > System > Setup**, may be used in the future to define other elements of the setup needed for state uploads but it is not used at this time.

State Requirements screen

Chapter Three: **CTE COURSE SETUP**

In this chapter, the following topics are covered:

- ▶ Setting Up CTE Courses
- ▶ Outlining Available CTE Programs
- ▶ Updating Student CTE Program Data

SETTING UP CTE COURSES

Once the lookup tables have been updated, CTE Programs can be configured. The courses that students can take to fulfill the requirements of the CTE programs offered by the district needs to be identified. There are two ways to accomplish this task. You can associate CTE Programs to an individual course at the district level, or you can associate courses to a CTE Program.

Adding courses

1. Go to the **District Course** screen, found under **Synergy SIS > Course**, and follow the normal process for adding a course as outlined in the *Synergy SIS – Scheduling Guide*.

The screenshot shows the 'District Course' screen with the 'Description' tab active. The course details are as follows:

Course ID	Course Title	Course Short Title	Mandatory	Inactive	Always Show In Course History	Add
AB10	Collision Repr	Collision Repr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

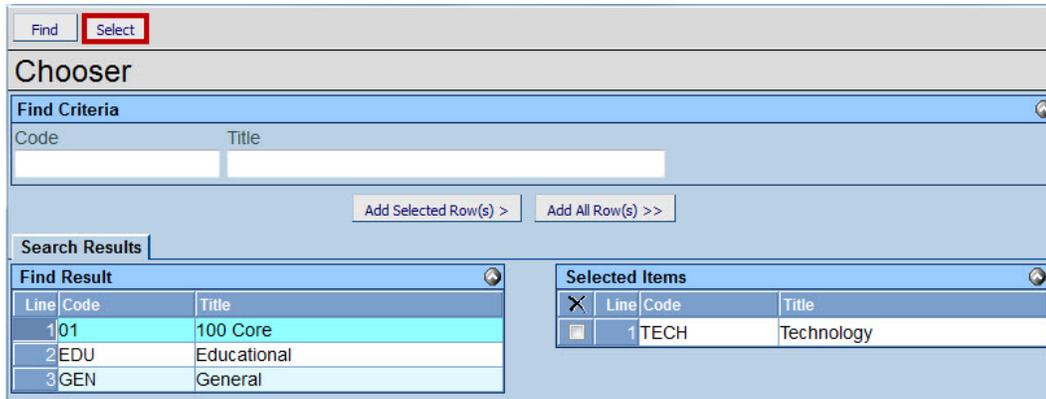
The 'CTE Programs' group box at the bottom contains the following table:

Line	Code	Title	CTE Career Clusters
1	GEN	General	

District Course Screen

Once the course has been added, the information for the course can be added on the **Description** tab of the **District Course** screen.

2. Select the **Chooser** button in the **CTE Programs** group box on the bottom of the **Description** tab. The **Chooser** screen displays.



CTE Programs Chooser screen

3. Choose the appropriate CTE Programs to associate with this course
4. Click **Select**. You are returned to the **Description** tab of the **District Course** screen.
5. Click the **Save** button.

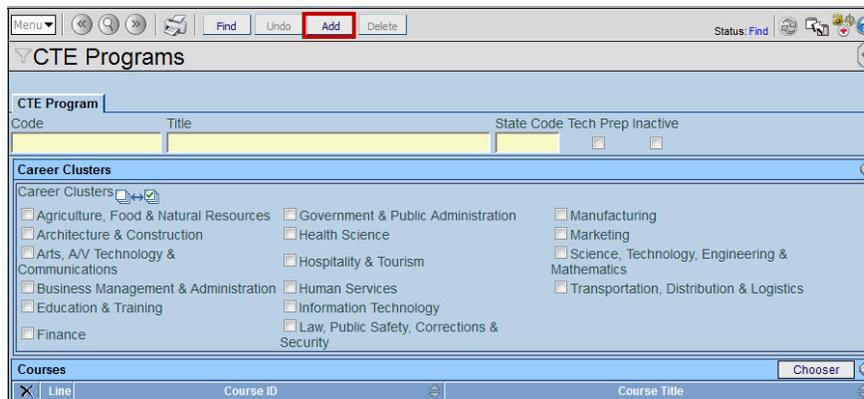
After the District Course has been associated with a CTE Program, be sure to opt-in to the course at each school where the course will be taught. Sections can then be scheduled and students can be enrolled, as outlined in the *Synergy SIS – Scheduling Guide*.

CONFIGURING CTE PROGRAMS

After the lookup tables have been modified and the CTE courses configured, the CTE programs offered at the district need to be entered. CTE programs are setup at the district level, and are available to all schools. Define all CTE programs available in your district, including the Career Pathway program.

Setting up a CTE program:

1. Go to the **CTE Programs** screen, found under Synergy SIS > Course.



CTE Programs Screen

2. Click on the **Add** button at the top of the screen. A new CTE Programs window pops-up in a separate window.

The screenshot shows a web form titled "CTE Programs". At the top left, there are "Save" and "Close" buttons. Below the title bar, there are five input fields: "Code", "Title", "State Code", "Tech Prep" (with a checkbox), and "Inactive" (with a checkbox). The "Save" button is highlighted with a red box.

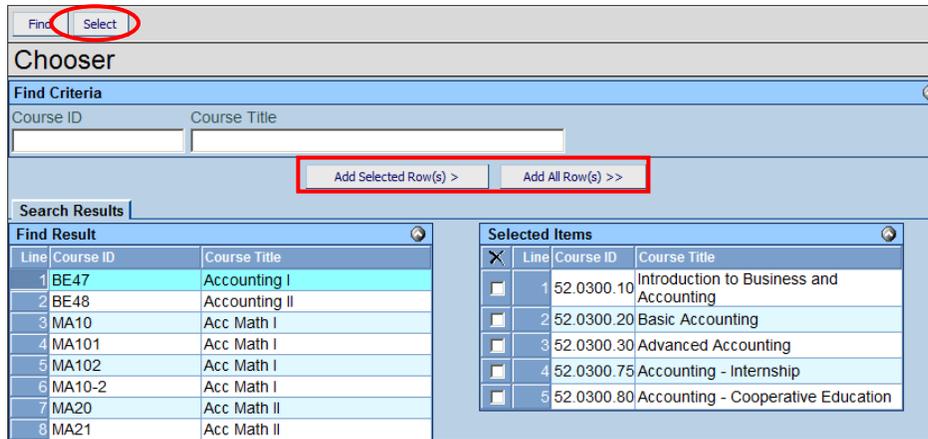
Adding a Program

3. Enter a **Code** for the program.
4. Enter the **Title** of the program.
5. Enter the State Code for the program.
6. If the program is considered a **Tech Prep** program as well, check the box.
7. If the program is inactive, select the **Inactive** checkbox.
8. Click the **Save** button at the top of the screen.

The screenshot shows the "CTE Programs" form with the "Career Clusters" section expanded. The "Save" button is highlighted with a red box. The "Career Clusters" section contains a list of clusters with checkboxes. The "Courses" section has a "Chooser" button highlighted with a red box.

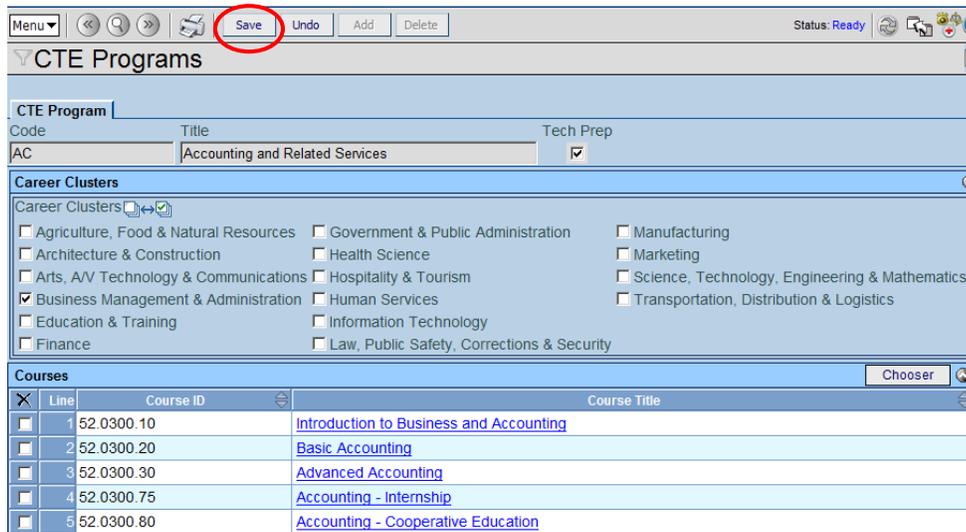
Adding Courses to the CTE Program

9. Check the boxes for the **Career Cluster(s)** that apply to the program
10. Click the **Chooser** button in the Courses section to select courses that count towards the program. The courses selected are then listed in the Courses section for the program.



Chooser Screen, Selected Items

11. Click the **Save** button at the top of the screen to save the courses.



Completed CTE Program

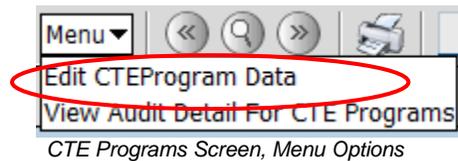
Programs can also be assigned to courses, and course program assignments can be screened on the **Description tab** of the **District Course** screen. Please refer to the *Synergy SIS – Scheduling Guide* for more information about modifying district courses.

Editing an existing CTE program:

1. **Find** the program either by using the scroll buttons or using Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen to save the changes.

Editing the Code, Title or Tech Prep designation of a program:

1. **Find** the program either by using the scroll buttons or using Find mode.
2. Click on the **Menu** button at the top of the screen.



3. Select **Edit CTEProgram Data**.
4. Edit the code, title, or **Tech Prep** box.
5. Click **Save**.

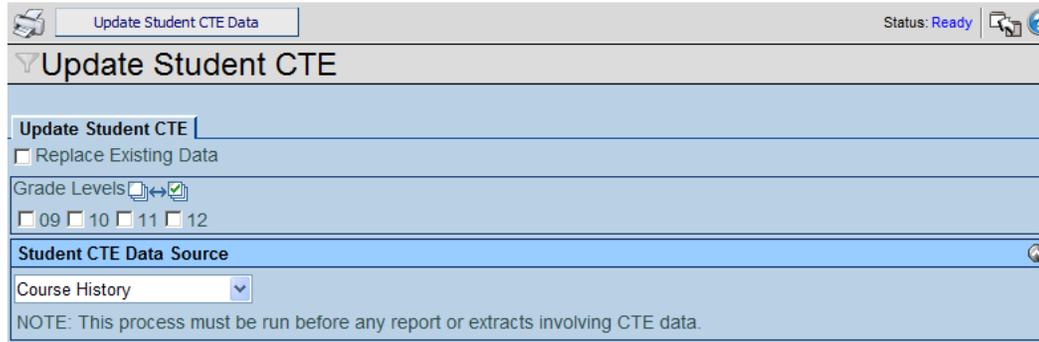
Deleting a program:

1. Delete all of the associated courses from the program by checking the **X** column and then clicking the **Save** button at the top of the screen.
2. Once all the courses have been removed, click the **Delete** button at the top of the screen.

UPDATING STUDENT CTE PROGRAM DATA

CTE programs can either be manually added to the student's record, or then can be automatically assigned to the students based on the courses that the student has completed or that the student is currently taking. To assign the students to a CTE program based on their courses in progress or completed:

1. Go to the Update Student CTE screen, found under Synergy SIS > Course History.



Update Student CTE Screen

2. Check the **Replace Existing Data** box to replace all CTE program assignments for all students. This removes even manually assigned CTE programs.
3. Check the **Grade Levels** for which the process should run. To check or uncheck all grades, use the  buttons. **The process will also only run for the students in the currently selected focus.**
4. Select what courses should be used to assign the CTE programs to the students from the **Student CTE Data Source** drop-down.
 - To use only the courses that the students have completed and that appear in their course history, select **Course History**.
 - To assign CTE program based on the students' current schedules, select **Work In Progress**.
 - To use both sets of courses to assign CTE programs, choose **Both**.
5. Click the **Update Student CTE Data** button at the top of the screen.



Reference: The *Synergy SIS – Course History User Guide* shows how to assign and un-assign CTE programs to students.

Chapter Four: **STUDENT SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ State Specific Student Data

ENTERING DATA ON THE STUDENT SCREEN

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

Demographics Tab

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

The screenshot shows the 'Student' screen in the 'Demographics' tab. The form is organized into several sections, with red boxes highlighting the fields mentioned in the instructions:

- Demographics:** Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, State Testing ID.
- Student Information:** Gender, Home Language, Birth Date, Birth Place, Birth State, Birth Country.
- Race and Ethnicity:** Hispanic/Latino, Federal Ethnic Code, Race (AFRICAN AMERICAN, CAUCASIAN, AMERICAN INDIAN, ASIAN, NATV HAWAIIAN/PACIFIC ISLANDER).
- Home Address:** Address, City, State, ZIP Code.
- Mail Address:** Address, City, State, ZIP Code, ZIP Code 4.
- Phone Numbers:** Line, Primary, Type, Phone, Extension, Contact, Not Listed.

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 Legal Name Suffix Code
Perm ID	Local Student ID
Grade	Student Current Grade
State Testing ID	Unique State Testing Identifier provided by EIMS
Gender	Student Gender Code
Home Language	Primary Language Code
Birth Date	Student Birth Date
Birth Country	Student Birth Country Code
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
Phone Numbers	A telephone or cell phone number of the CTE Completer. Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied, do not include them with the phone number.

Other Information Tab

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

The screenshot shows the 'Other Info' tab of a student record. Key fields and their values are as follows:

- Homeless:** Selected in the Custody dropdown (highlighted with a red box).
- Truancy Conference Held:** Checked checkbox (highlighted with a red box).
- Dwelling Type:** Selected in the Dwelling Type dropdown.
- W8 Reasons:** Selected in the W8 Reasons dropdown.
- Enrollment Restrictions and Exceptions:** Includes fields for Enrollment Restriction, Enrollment Restriction Date, School Type Include/Exclude, and School Type Exceptions (Elementary School, Middle School, High School, Special School).
- Organization Exceptions:** Table with columns for Line, Organization Name, and Include/Exclude.
- Next Year:** Fields for Year End Status, Next Grade Level, and Next School.
- Summer School:** Fields for Summer Grade Level and Summer School.
- User Codes:** Fields for Headstart, Magnet Code1, Magnet Code2, Par Test, Par Lang, Par Reading, Par Math, Sarb, Sarb Date, Sped Program, Dropout Code, Dropout Date, Dropout Cmt, Residency, Tuition Status, Transported, Exclude from Rank, FED Impact Aid, Mrktbl/Emplbl, Cont Ed, Miles Transpdt, Indpnt Stu ?, AUP, CellPhnCnsnt, User Num5, User Num6, User Num7, User Num8.
- Notes:** A large text area at the bottom for entering notes.

Student screen – Other Info tab

Field	Note
Homeless	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)
Dwelling Type	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.
Truancy Conference Held	A flag to identify that a truancy conference was held with the student's parent after the student had accumulated six absences during the school year without indication of the parent or guardian's awareness and support of such absence.
Year End Status	A flag to identify that a student was retained in the same grade (status at the end of the school year)
W8 Reason	A code associated with W880 to identify the reason the student discontinued school

Other Information Tab Cont.

Student screen – Other Info tab

Field	Note
Graduation Plan	A code that identifies the post-graduate plans of the student
Diploma Type	A code that identifies the type of graduation diploma or completion document that the student received
Early College Scholar	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program.
Diploma Seal	A code that identifies the type of graduation diploma or completion document that the student received.
Certificate of General Studies/Associate Degree	A flag used to identify a student that has earned the one year Uniform Certificate of General Studies or an Associate Degree from a community college in the Commonwealth concurrent with a high school diploma.
Credit Accommodation	A flag used to indicate a student used credit accommodations as outlined in their IEP to obtain a Standard Diploma.

Enrollment Tab

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

The screenshot shows the 'Student' interface with the 'Enrollment' tab selected. The 'Enrollment Information' section contains fields for Enter Date, Enter Code, Leave Date, Leave Code, ADA/ADM, and Receiver School. The 'Enrollment Activity' section includes Last Activity Date, Effective Date, Title 1 Program, Title 1 Service, Title 1 Exit, Special Program Code Access 504, District Of Residence, Instructional Setting, Tuition Payer Code, and FTE Status. The 'Pre-Kindergarten Activity' section has Experience Code and Weekly Time Code. The 'Other Enrollment Information' section includes Original Enter Date, Original Enter Code, Original VA Enter Date, 9th Grade Entry Date, US School Entry Date, US Entry Date, Entry From Country, School Choice Status, and Full Time Virtual Program. The 'Summer Withdrawal' section has Summer Withdrawal Code, Summer Withdrawal Date, Summer Withdrawal Reason Code, No Show Previous EOY Status, and a dropdown menu.

Student screen - Enrollment tab

Field	Note
Enter Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)
Enter Code	A code that indicates the process by which the student first entered the school during a given school year.
Leave Date	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.
Leave Code	A code that indicates the circumstances under which the student last exited from membership in the school.
Tuition Payer Code	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student
FTE Status	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public

	school students enrolled by a school division for an on-line course may be in
Military Compact Statute	This flag indicates that an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children.
Responsible Division	Three-digit state-assigned Division number
Serving Division	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.
Responsible School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.
Reporting School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.
Experience Code	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.
Weekly Time Code	A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.
School Choice Status	A state-assigned code that indicates the student's eligibility and election to participate in School Choice when the Responsible School is in School Improvement Status under the No Child Left Behind Act of 2001.
Full Time Virtual Program	A code to identify the student enrolled in a full course of study for all educational services in a virtual program.

Chapter Five: **DISTRICT COURSE ENTRY**

In this chapter, the following topics are covered:

- ▶ State Specific District Course Data

ENTERING DATA ON THE DISTRICT COURSE SCREEN

Use the **District Course** screen to collect course information required for Virginia state reporting. To collect district course information, complete the following fields.

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.

The screenshot shows the 'District Course' screen with the following sections and highlighted fields:

- Course Info:** Course ID, Course Title, Course Duration, Department, College Prep Credit, Max Credit, Course History Type.
- Academic Type:** Teacher Aide, Extended Day, College Approved, Distance Learning Course, Pass/Fail Only, Online Course, **Dual Credit**.
- Other Information:** Old SIS Course ID, Category Code, Instructional Level, NCLB Core, Exclude From State Reporting, Exclude From Eligibility Course Count, Exclude From Attendance Letters, Exclude From Eligibility Course Count Multiplier, Technical Course, Technical Provider, Alternative Learning, **Cooperative Learning**, Special Education.
- Other Provider Information:** Provider ID, Provider Name, Provider Description.
- Verified Credit 1:** Course Discipline, Test Group.
- Verified Credit 2:** Course Discipline, Test Group.
- Alternate Codes:** Line, Alt Type, Alt Code.

District Course screen – Course tab

Field	Note
Course ID	Local Course Code
Course Title	Local Course Title
Course Duration	Local Course Duration
Dual Credit	Indicates that the course qualifies for dual enrollment credit for both the Virginia public schools and community colleges for the current school year.
Cooperative Learning	Indicates if this section qualifies as a cooperative learning course. A cooperative learning class is a method of instruction that combines career and technical education classroom instruction with directly related paid employment. The school and employer plan and supervise instruction and employment so that each contributes to the student's career objectives and employability.
Provider ID	Locally defined identification number must be unique within the division. (i.e. employee id, teacher id, tax id) Do not use SSN for this Id.
Provider Name	The Provider Name is the name of the other provider. This field must include the name of a specific private school, company or non-licensed individual. For individuals, include the first and last name of the provider. For all others, include the full name of the company or school.
Provider Description	Description of the services provided

Description Tab

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

The screenshot displays the 'District Course' application window with the 'Description' tab selected. The interface includes a menu bar at the top with options like 'Find', 'Undo', 'Add', and 'Delete'. Below the menu, there are tabs for 'Course', 'Description', 'Year Override', 'Pre/Corequisite', 'Schools Teaching', 'Associated Courses', 'Standards', 'Opt In Options', 'Course Fees', and 'VBCPS'. The 'Description' tab is active, showing fields for 'Course ID', 'Course Title', 'Course Short Title', 'Mandatory', 'Inactive', and 'Always Show In Course History Add'. A large text area is provided for the 'Short Description' and 'Description'. Below this, the 'National Course Classification' section contains dropdown menus for 'Subject Area' and 'Course Level', and a 'Course Code' dropdown. The 'State Course Classification' section includes dropdowns for 'Subject Area', 'Course Record Type', and 'Course Content Area', along with a list of course levels (B, G, E, H, D, A, C, X, N) where 'D - Dual/concurrent enrollment course' is highlighted. Other fields include 'Standard Addressed', 'Grad Requirement Indicator', 'End Of Course Indicator', 'IB Indicator', 'AP Indicator', 'AP Code', 'IB Code', 'CIP Code', 'Governor's Academy Code', 'College Code', 'College Course Code', 'College Course Title', 'College Course Credits', 'State Course Code', and 'Department Code'. A 'Course Designation Code' field is also present. At the bottom, there is a 'CTE Programs' section with a 'Chooser' button and a table with columns for 'Line', 'Code', 'Title', and 'CTE Career Clusters'.

District Course screen – Description tab

Field	Note
Subject Area	NCES-assigned number that represents the general context category of the section
Course Level	A code to convey the level of rigor of the course.
Course Code	NCES-assigned number that represents general courses within the Subject Area
Sequence	A code that indicates the circumstances under which the student last exited from

	membership in the school.
Courses in Sequence	The total number of courses in this sequence.
Available Credit	For secondary courses (SCED Subject Areas 1-22), Available Credit identifies the amount of Carnegie unit credit available. For non-secondary course (SCED Subject Areas 51-73), Grade Span indicates the grade level for which the course is appropriate.
Dual/Concurrent Enrollment	Indicates whether the course is taken as a dual enrollment course.
IB Indicator	A code to identify that student is enrolled in one or more IB (International Baccalaureate Program) courses and/or has taken the IB exam.
AP Indicator	A code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)
Governor's Academy Code	Indicates whether or not the course taken is at a Governor's Academy.
State Course Code	4-digit valid course code from list of assignment codes (include 2 character prefix of IB or DE)

Chapter Six: **SECTION SCREEN ENTRY**

In this chapter, the following topics are covered:

- ▶ State Specific Section Data

ENTERING DATA ON THE SECTION SCREEN

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

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.

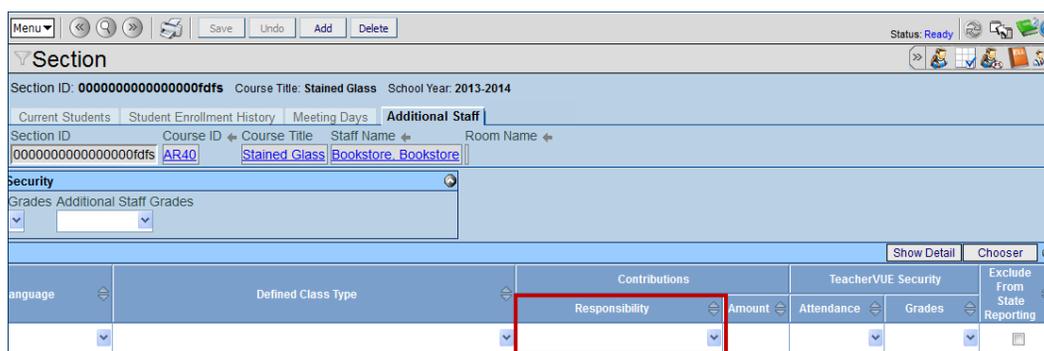
Section screen – Current Students tab

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.

Term Code	The term in which the section meets.
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.
Other Provider	The badge number of the other provider for this section
Defined Class Type	Who is receiving instruction/services. Not what is being taught.
Cooperative Learning	Indicates if this section qualifies as a cooperative learning course. A cooperative learning class is a method of instruction that combines career and technical education classroom instruction with directly related paid employment. The school and employer plan and supervise instruction and employment so that each contributes to the student's career objectives and employability.
Cooperative Learning Mins	Average length in Minutes of the Teacher's Co-op Periods
Grade Range Low	The lowest grade level that can enroll in this section. This field helps report the SCED Available Credit or Grade Span on the Master Schedule Collection.
Grade Range High	The highest grade level that can enroll in this section. This field helps report the SCED Available Credit or Grade Span on the Master Schedule Collection.
Responsibility	Describes the teacher's role in this section

Additional Staff Tab

3. Navigate to the **Synergy SIS > Schedule > Section**.
4. On **Additional Staff** tab, click the Chooser button.
5. Select an additional staff member to add to the section.
The staff member displays in the Additional Staff grid.
6. Modify the fields as needed.



Section screen – Additional Staff tab

Field	Note
Responsibility	The additional staff member's role in this section.

7. Click Show Detail.
The Students detail tab displays.

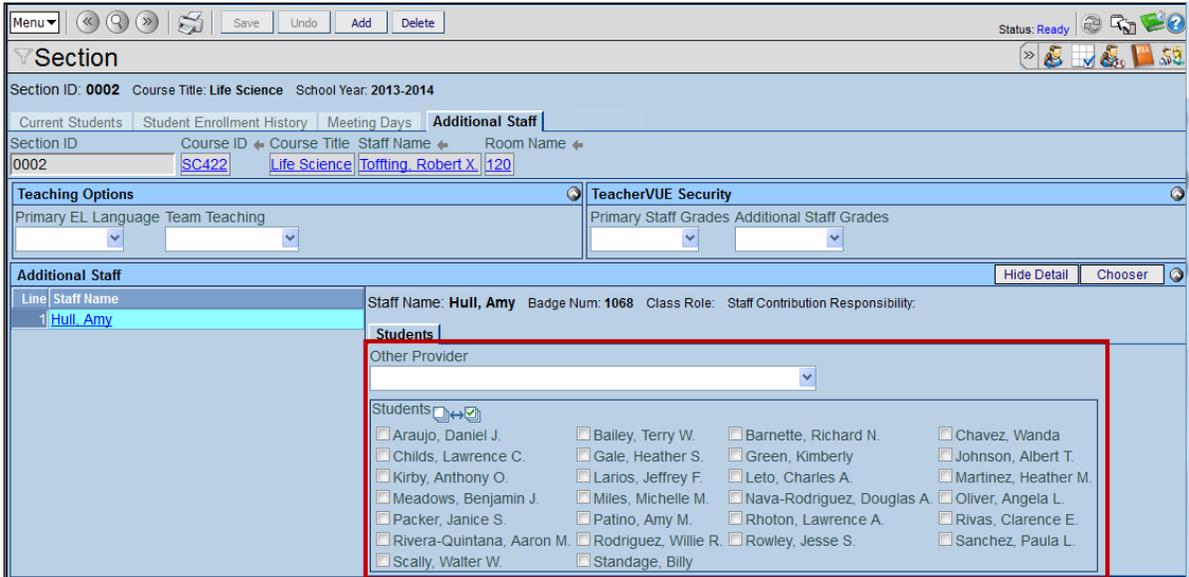


Figure 6.1 - Section screen, Additional Staff tab, Students detail tab

8. Select the **Other Provider** badge number.
9. Select the **Students** this additional staff member instructs.

Chapter Seven: **STAFF SCREEN ENTRY**

In this chapter, the following topics are covered:

- ▶ State Specific Staff Data

ENTERING DATA ON THE STAFF SCREEN

Use the **Staff** screen to collect staff information required for Virginia state reporting. To collect staff information, complete the following fields.

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.

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	Only required if the individual does not have license information
Badge Number	Locally defined identification number must be unique within the division. (i.e. employee id, teacher id, tax id) Do not use SSN for this Id
Teacher/Administrator License Number	Includes the numbers after the dash on the teacher's license. Section E is required if a teacher or teaching entity does not have a valid VA License.
Teacher/Administrator License Prefix	Includes the characters preceding the dash on the teacher's license. Section E is required if a teacher or teaching entity does not have a valid VA License
Birth Date	The month, day, and year on which an individual 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
FTE	Full Time Equivalent
Years in District	Number of Years' Experience teaching within the Division
State Teaching Experience	Number of years' experience teaching within the Commonwealth of Virginia, include public and private school experience.
Year of Education Service	Number of years teaching experience within education, include public, private and out-of-state experiences.
Division Administration Experience	Number of Years Administrative Experience within the Division
State Administrator Experience	Number of years of administrative experience within the Commonwealth of Virginia, include public and private school experience.
Total Administrator Experience	Number of years administrative experience within education, include public, private and out-of-state experiences.

3. Select Add on the Other Provider Information grid.
4. Modify the fields as needed.

Figure 7.1 - Other Provider Information grid

Field	Note
Provider Description	Description of the services provided

Schools Tab

1. On **Schools** tab, select the assignment from the Staff School Assignment grid.
2. Click Show Detail.
The Assignment detail tab displays.
3. Modify and/or populate the fields as necessary.

Staff screen – Schools tab

Field	Note
Contract Funding Sources	Designates if the funding for a teacher comes from a Title 1 source.

Credentials Tab

1. On **Credential** tab, modify the fields as needed.

Staff screen – Credentials tab

Field	Note
Highly Qualified	A flag to indicate if the teacher meets the federal definition of being "Highly Qualified" in this section. (Federal core subject and Special Education only)

Chapter Eight: **STUDENT CTE ENTRY**

In this chapter, the following topics are covered:

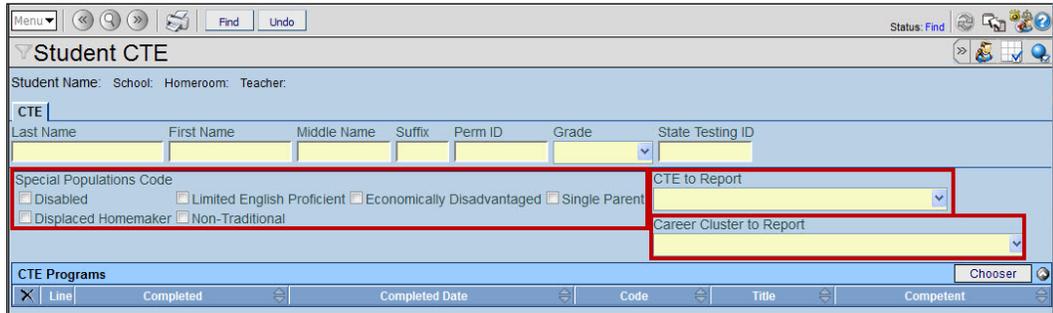
- ▶ State Specific Student CTE Data

ENTERING DATA ON THE STUDENT CTE SCREEN

Use the **Student CTE** screen to collect student CTE information required for Virginia state reporting. To collect student CTE information, complete the following fields.

CTE Tab

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



Student CTE screen – CTE tab

Field	Note
Special Population Code	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.
CTE to Report	A code to identify the student who either 1.) has finished a required Career and Technical Education sequence of courses to be considered a completer, 2.) finished CTE Course requirements for completion and a dual-enrollment CTE course(s), or 3.) took at least one state approved CTE course at any time in grades 7 through 12, but has not finished CTE Course requirements for completion.
Career Cluster to Report	A code to identify the career cluster of the state-approved CTE course that any student has taken at any time during the current school year. If the student has taken more than one course, which falls into different clusters, choose the cluster that most closely aligns with that student's career interests. Refer to the CTERS User's Manual for assistance.

Chapter Nine: **MASS UPDATE STUDENT PROGRAMS**

In this chapter, the following topics are covered:

- ▶ Using Mass Update to Close Program Records

UPDATING STUDENT PROGRAMS RECORDS

Mass Update Student Programs screen is used to mass exit close programs. Run this process for programs that require exits for previous years for Virginia submission.

English Language Learners

Run the close function from the **English Language Learners** tab at the end of each year.

1. In Synergy SIS, change the focus to the year that you will be closing out programs for.
2. Navigate to the **Synergy SIS > Student Programs > Mass Update Student Programs**.
3. From the **Mass Update Student Programs** screen, select the **English Language Learner** tab.

The screenshot shows the 'Mass Update Student Programs' interface. At the top left, the 'Update Programs' button is highlighted with a red box. Below it, the title 'Mass Update Student Programs' is displayed. The organization name is 'BAYSIDE HIGH SCHOOL' and the school year is '2012-2013'. There are two dropdown menus: 'Action' is set to 'Close' and 'Effective Year Source' is set to 'Focus Year', both highlighted with red boxes. Below these, a note states: 'Programs in the 2012-2013 school year will be closed. The last valid school day based on the students school of record will be used as the exit date for the program.' There are several tabs: 'Childhood Programs', 'English Language Learners' (highlighted with a red box), 'Free & Reduced Meals', 'Student GATE', 'Student Needs', and 'Special Ed Needs'. At the bottom, there is an 'Include in Process' checkbox (checked and highlighted with a red box) and an 'ELL Exit Reason' dropdown menu.

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.

Free & Reduced Meals

Run the close function from the **Free and Reduced Meals** tab at the end of each year.

1. Select the **Free & Reduced Meals** tab.

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.

Student GATE

Run the close function from the **Student GATE** tab at the end of each year.

1. Select the **Student GATE** tab.

Mass Update Student Programs screen – Student GATE 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.

- Click the **Update Programs** button.

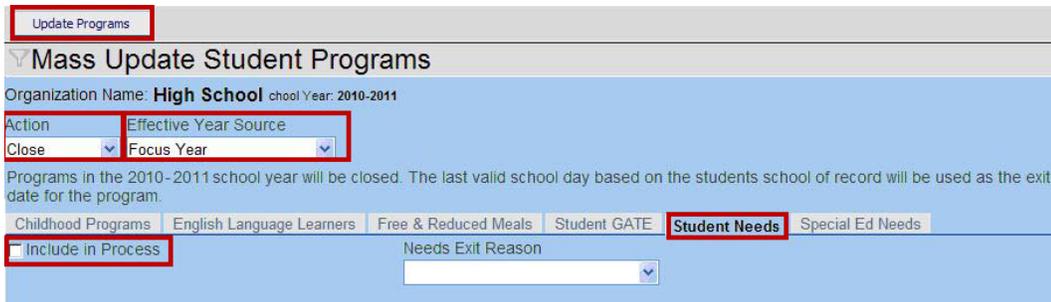


NOTE: A GATE Exit Reason is not required. The GATE program can also be filtered by grade.

Student Needs

Run the close function from the **Student Needs** tab at the end of each year for needs programs that require new records each year. Leaving a needs record open will cause the program to continue to report the record until it is closed.

- Select the **Student Needs** tab.



Update Programs

Mass Update Student Programs

Organization Name: **High School** school Year: 2010-2011

Action: **Close** Effective Year Source: **Focus Year**

Programs in the 2010-2011 school year will be closed. The last valid school day based on the students school of record will be used as the exit date for the program.

Childhood Programs English Language Learners Free & Reduced Meals Student GATE **Student Needs** Special Ed Needs

Include in Process Needs Exit Reason

Mass Update Student Programs screen – Student Needs tab

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



NOTE: A Needs Exit Reason is not required.

Special Ed Needs



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.

Run the close function from the **Special Ed Needs** tab at the end of each year for Special Ed Student Services programs that require new records each year.

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



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.

Chapter Ten: **PROGRAM DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ FRM/NSLP Data Entry
- ▶ Gifted and Talented Data Entry
- ▶ Student Needs Data Entry
- ▶ Special Education Data Entry

ENTERING DATA ON THE FREE AND REDUCED MEALS SCREEN

Your district may collect either Free and Reduced Meals or NSLP (National School Lunch Program) information for Virginia state reporting. Use the **Free and Reduced Meals** screen to collect either type of data.

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.

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

FRM Transactions Tab

The screenshot shows the 'Free and Reduced Meals' application window. At the top, there is a menu bar with 'Menu', navigation arrows, a search icon, and 'Find' and 'Undo' buttons. The status bar indicates 'Status: Find'. Below the title bar, the window title is 'Free and Reduced Meals'. There are input fields for 'Student Name', 'School', 'Status', and 'Room Name'. A tabbed interface shows 'FRM' and 'FRM Transactions' (which is selected). Below the tabs are fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. An 'Auto Generate' checkbox is present. The main area contains a 'Transaction Detail' table with the following data:

Line	Fiscal Year Start Date	Need	Entry Date	Exit Date	Receiving School CTDS	Grade	Organization Name	Error
1	07/01/2011	REDUCED	09/06/2011	12/22/2011			ALANTON ELEMENTARY SCHOOL	
2	07/01/2011	FREE	01/03/2012	06/15/2012			ALANTON ELEMENTARY SCHOOL	

Below the table is a 'LEGEND' section:

- Bolded Text: Calculated Values
- Highlighted Row: Indicates an Error condition

Free and Reduced Meals screen – FRM Transactions tab

The **FRM Transactions** tab is used as a visual queue to see what will extract for the Free and Reduced or National School Lunch programs. Synergy SIS will take the existing programs and automatically exit the student in the new year from the program if the program extends into the new year if the **Auto Generate** option is selected.

ENTERING DATA ON THE STUDENT GATE SCREEN

Use the **Student GATE** screen to collect Gifted and Talented (GATE) information required for Virginia state reporting. To collect GATE information for Virginia, complete the following fields.

Student GATE tab

1. Navigate to the **Synergy SIS > Student Programs > Student GATE**.
2. Select a student and modify the fields as needed.

The screenshot shows the 'Student GATE' interface. At the top is the 'Current GATE Code' section with fields for Gate Code, Enter Date, Gate Grade, Gate Program, and Number Times Tested. Below this is the 'GATE History' table. The table has columns for Line, Enter Date, Gate Code, Gate Grade, Exit Date, Exit Reason, Test, FS, Partial, Screen, MC, and Comment. The first row of data has '7/5/2012' in the Enter Date column, 'E' in the Gate Code column, and an empty field in the Exit Date column. These three columns are highlighted with red boxes in the image.

Student GATE screen

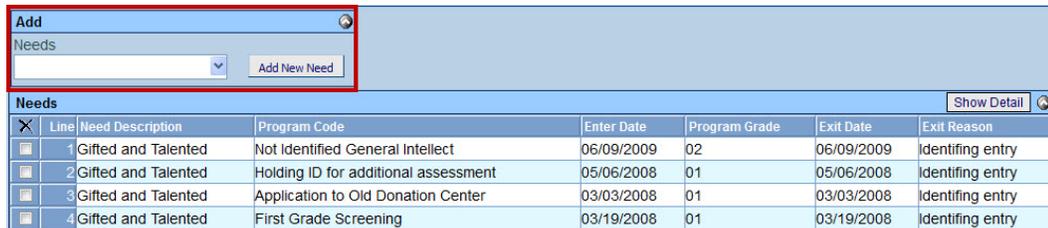
Field	Note
Enter Date	Used to determine the start date of the GATE program
Gate Code	This table will determine if a program is extracted, based on the state code value. Additional setup is required on this table to determine if a code is eligible for participation.
Exit Date	Used to determine the exit date from the GATE program if auto generate is not used.

ENTERING DATA ON THE STUDENT NEEDS SCREEN

Use the **Student Needs** screen to collect program information required for Virginia state reporting. To collect program information for Virginia, complete the following steps.

Needs tab

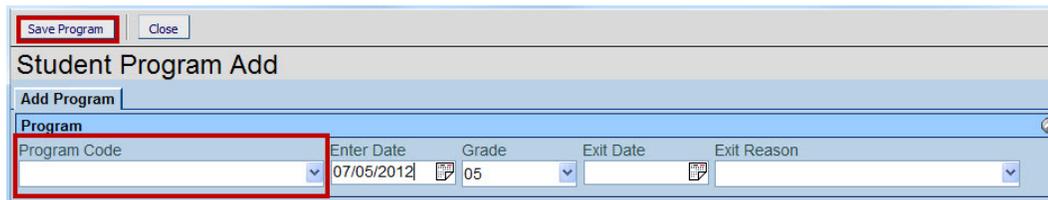
1. Navigate to **Synergy SIS > Student Programs > Student Needs**.
2. Locate a student record to modify.



Line	Need Description	Program Code	Enter Date	Program Grade	Exit Date	Exit Reason
1	Gifted and Talented	Not Identified General Intellect	06/09/2009	02	06/09/2009	Identifying entry
2	Gifted and Talented	Holding ID for additional assessment	05/06/2008	01	05/06/2008	Identifying entry
3	Gifted and Talented	Application to Old Donation Center	03/03/2008	01	03/03/2008	Identifying entry
4	Gifted and Talented	First Grade Screening	03/19/2008	01	03/19/2008	Identifying entry

Student Needs screen

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



Student Program Add

Program Code: [dropdown] Enter Date: 07/05/2012 Grade: 05 Exit Date: [calendar] Exit Reason: [dropdown]

Student Program Add screen

5. Select a **Program Code** from the field.

The **Enter Date** will default to the current date and the **Grade** field will populate with the current grade of the student.

6. Select the **Save Program** button.



Note: If you are adding a Homeless need, after you save the program:

1. Select it from the **Needs** grid.
2. Click **Show Detail**.
The **Detail** tab displays.

3. Select the **Nighttime Residence** code.

4. Click **Save**.

Field	Note
Need Description	Description of Code extracted for Virginia
Enter Date	Enter Date is used to extract the date the program started
Program Grade	Level Grade is not used for Virginia
Exit Date	Exit Date is only used if a student exits a program
Exit Reason	Exit Reason is not used for Virginia

Needs Transactions tab

Line	Need Description	Program Code	Entry Date	Program Grade	Exit Date	Exit Reason	Organization Name
1	Gifted and Talented	2V	03/22/2012	02	03/22/2012	Identifying entry	LANDSTOWN ELEMENTARY SCHOOL
2	Gifted and Talented	2V	03/22/2012	02	03/22/2012	Identifying entry	LANDSTOWN ELEMENTARY SCHOOL
3	Gifted and Talented	5U	02/01/2012	02	02/01/2012	Identifying entry	LANDSTOWN ELEMENTARY SCHOOL
4	Gifted and Talented	5U	02/01/2012	02	02/01/2012	Identifying entry	LANDSTOWN ELEMENTARY SCHOOL
5	PALS Program	BL	11/02/2009	KG	06/18/2010	End Of Year	LYNNHAVEN ELEMENTARY SCHOOL
6	PALS Program	BL	11/02/2009	KG	06/18/2010	End Of Year	LYNNHAVEN ELEMENTARY SCHOOL
7	TITLE I	LG	09/20/2010	01	06/30/2011	End Of Year	GREEN RUN ELEMENTARY SCHOOL
8	TITLE I	LG	09/20/2010	01	06/30/2011	End Of Year	GREEN RUN ELEMENTARY SCHOOL

Student Needs screen – Needs Transactions tab

The **Needs Transaction** tab is used as a visual queue to see what will extract for the Student Needs programs. Synergy SIS will take the existing programs and automatically

exit the student in the new year from the program, if the program extends into the new year and if the **Auto Generate** option is selected.

SPECIAL ED STUDENT SERVICES

Use the Special Ed screen to collect Special ED information required for Virginia state reporting. To collect Special ED information for Virginia, complete the following mandatory fields.

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

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.

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.

Services Transactions tab

Special Ed Student Services

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231** VerboseAge: **10 yrs 2 mths**

Services | **Services Transactions** | Other Information

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Perm ID: **905483** Grade: **12** Gender: **Male** Birth Date: **07/31/2002**

Auto Generate

Line	Fiscal Year	Start Date	Need	Service Type	Entry Date	Exit Date	Exit Reason	Grade	Primary Need	Organization Name	Error
1	107/01/2012		Hearing Impairment	Services provided in regular classroom.(sc)	12/03/2012	08/02/2013	13	12	<input type="checkbox"/>	Hope High School	

LEGEND
 Bolded Text: Calculated Values
 Highlighted Row: Indicates an Error condition

Special Ed Student Services – Services Transactions tab

The **Services Transaction** tab is used as a visual queue to see what will extract for the Special Ed Student Services programs. This information may be populated from the Synergy SE program, if it is used in your district.

Other Information tab

The **Other Information** tab is used to collect Special Education Services information by disability.

1. Select the **Other Information** tab.

Special Ed Student Services

Student Name: **Abel, Albert R.** School: **Hope High School** Status: **Active** Room Name: VerboseAge: **16 yrs 8 mths**

Services | Services Transactions | **Other Information**

Last Name: **Abel** First Name: **Albert** Middle Name: **Ryan** Perm ID: **132683** Grade: **09** Birth Date: **04/29/1997**

Weekly Time Percent

Special Education Regional Tuition Reimbursement

Disability Code: 1st Semester: 2nd Semester: Summer Semester:

Early Childhood

Early Childhood Instructional Hours per Week: **30.00** Minutes per Week in a General Ed Setting Outside the Division:

Special Education Services Breakdown Add Show Detail

Line	Effective Date	End Date
1		

Special Ed Student Services – Other Information tab

2. Click the **Add** button.
A new line displays in the **Special Education Services Breakdown** grid.
3. Enter the **Effective Date** and **End Date** for the services
4. Click **Save**.

- Click **Show Detail**.
The **State Reporting Detail** tab displays service information for the primary and any additional disabilities the student may have.

Line	Effective Date	Effective Date: 11/14/2012	End Date: 03/05/2013	Is Early Childhood: N
1	11/14/2012			
2	09/18/2012			
3	09/04/2012			
4	03/06/2012			
5	07/01/2011			
6	06/18/2011			
7	06/17/2011			
8	03/10/2011			

State Reporting Detail		
Special Ed Student Placement Code		
LRE	Public Day School	
<input type="checkbox"/> Parentally Placed Student		
Special Ed Student Regular Class Percent		
Number of Minutes per Week Student has Received Services in a General Ed Setting		
1793		
Special Ed Setting Minutes Service Minutes per Week		
7		
Instructional Hours Per Week	Special Ed Student Regular Class Percent	
30.00	99.61	
Early Childhood Setting		
Time in Regular Early Childhood Setting	Number of Minutes per Week Student has Spent Time in a General Ed Setting	
*If Number of Minutes per Week Student has Spent Time in a General Ed Setting is greater than 600, yes.		
Special Education in Regular Early Childhood Setting	General Setting Minutes per Week	Special Ed Setting Minutes Service Minutes per Week
	474	237
*Yes if General Setting service minutes is greater than Special Ed Setting service minutes.		
Primary Disability		
Primary Disability		
Other Health Impairment		
Service Minutes per Week for Primary Disability	Special Ed Primary Service Percent of Day	
711	39.50	
Secondary Disability		
Secondary Disability		
Speech - Language Impairment		
Service Minutes per Week for Secondary Disability	Special Ed Secondary Service Percent of Day	
100	5.56	
Secondary Serving Division Override	Secondary Serving School Override	
Tertiary Disability		
Tertiary Disability		
Emotional Disability		
Service Minutes per Week for Tertiary Disability	Special Ed Tertiary Service Percent of Day	
200	11.11	
Tertiary Serving Division Override	Tertiary Serving School Override	

State Reporting Detail tab

- Select the **Primary Disability**.
- Enter all appropriate information for any applicable disabilities.
- Click **Save**.

Chapter Eleven: **ACCOMMODATIONS DATA ENTRY**

In this chapter, the following topics are covered:



ENTERING DATA ON THE STUDENT ACCOMMODATIONS SCREEN

Use the Student Accommodations screen to flag students who have a 504 plan, as required for Virginia state reporting. A student with a 504 plan has a disability that qualifies under Section 504 of the Rehabilitation Act.

1. Navigate to **Synergy SIS > Accommodations > Student Accommodations**.

Student Accommodations						
Student Name: School: Homeroom: Teacher:						
Accommodations						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	State Testing ID

Accommodation Plan				
X	Line	Plan	Grade	Start Date
				End Date

2. Find or scroll to the appropriate student record.
3. Click **Add**. A new row displays in the Accommodation Plan grid.
4. Select the 504 plan in the **Plan** column.
5. Select the **Grade** and the **Start Date** of the plan.
6. Click **Save**.

Chapter Twelve: **MASTER SCHEDULE COLLECTION**

In this chapter, the following topics are covered:

- ▶ Master Schedule Collection Submissions
- ▶ Fall (as of the 20th day of school) Submission
- ▶ EOY (as of the End of Year)

MASTER SCHEDULE COLLECTION SUBMISSIONS

The Master Schedule Collection of data is required by the Virginia Department of Education to report student growth data to teachers of reading/language arts and mathematics in grades 3-8 and Algebra I through grade 9. The Master Schedule Collection also incorporates enrollment reporting of nontraditional students in designated Career and Technical Education classes. Questions or comments relating to Master Schedule Collection should be directed to RESULTSHELP@doe.virginia.gov or (804) 225-2099.

The Master Schedule Collection data is collected and reported in multiple records.

FALL (AS OF THE 20TH DAY OF SCHOOL) SUBMISSION

The data for the Fall Master Schedule Collection Submission is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

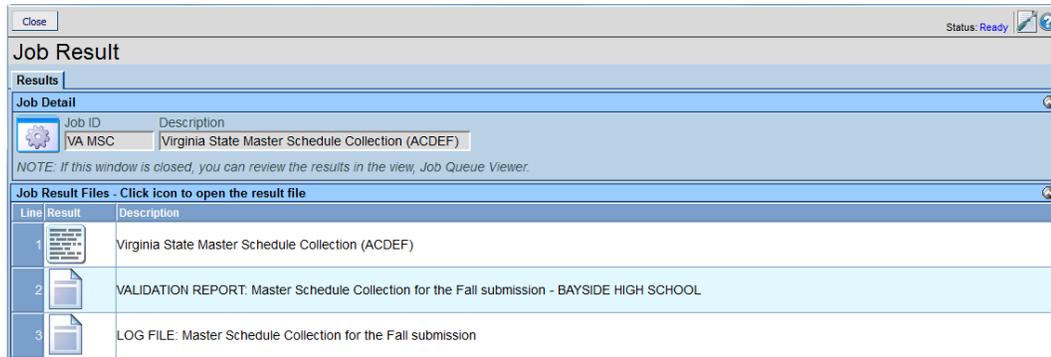
Running the Fall Submission

1. Navigate to **Synergy SIS > VA > Master Schedule Collection**. The **Master Schedule Collection** screen displays.

Master Schedule Collection screen

2. Select the current school year from the **Beginning School Year** field.
3. Select the Fall (as of the 20th day of school) from the **Submission Type** field.
4. Select the record combination to submit in the **Section Type** field. The options are:
 - ABG-IPAL Teacher and Administrator Records
 - AC- Course Section Records
 - ADE- Teacher Records
 - AF- Student Records
 - AI- Connection Records
 - AJ- Co-op Records
 - ACDEF- Submission without IPAL or CTE records
 - ABCDEFG- Submission without CTE Records
 - ABCDEFGI- Submission when no J record is needed
 - ABCDEFGJ- Submission when no I record is needed
 - ACDEFI- Submission without IPAL or J records
 - ACDEFJ- Submission without IPAL or I Records
 - ACDEFIJ – Complete EOY Submission
 - ABCDEFGIJ- Complete Fall Submission
5. Select the **Include Option Headers** option to have column headers included in the extract.

6. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
7. Click the **Create** button and the system generates the Fall Submission.



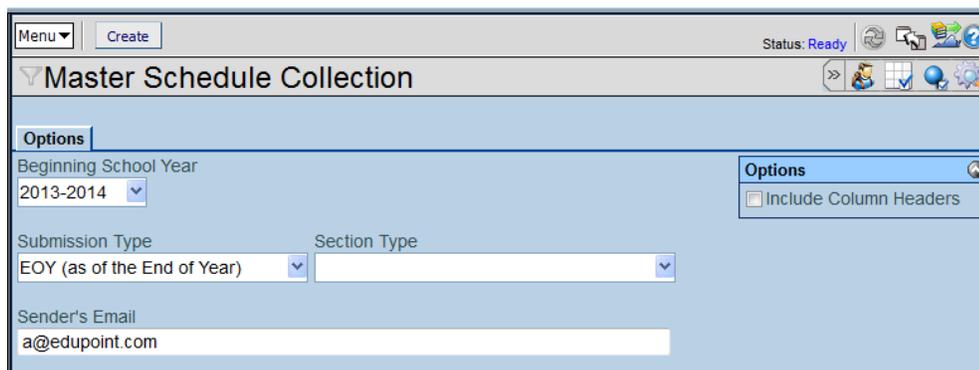
Job Results screen – Master Schedule Collection

EOY (AS OF THE END OF YEAR)

The data for the Fall Master Schedule Collection Submission is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the EOY Submission

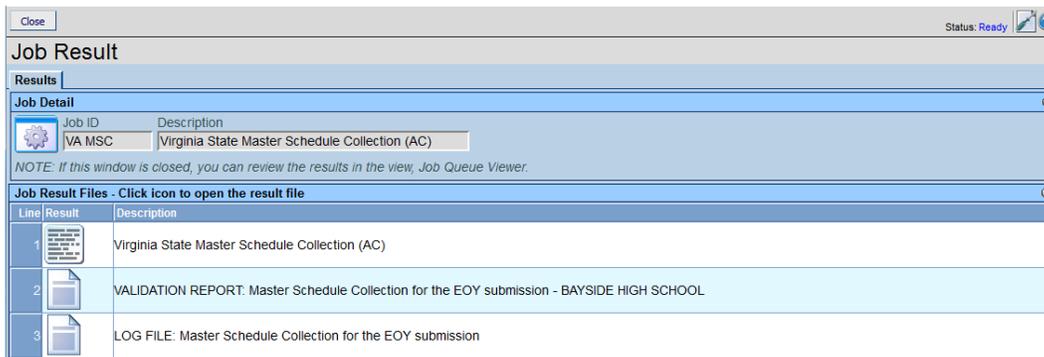
1. Navigate to **Synergy SIS > VA > Master Schedule Collection**. The **Master Schedule Collection** screen displays.



Master Schedule Collection screen

2. Select the current school year from the **Beginning School Year** field.
3. Select the EOY (as of the End of Year) from the **Submission Type** field.
4. Select the record combination to submit in the **Section Type** field. The options are:

- AC- Course Section Records
 - ADE- Teacher Records
 - AF-Student Records
 - AI-Connection Records
 - AJ-Co-op Records
 - ACDEF- Submission without IPAL or CTE records
 - ACDEFI- Submission without IPAL or J records
 - ACDEFJ- Submission without IPAL or I records
 - ACDEFIJ – Complete EOY Submission
5. Select the **Include Option Headers** option to have column headers included in the extract.
 6. Enter the sender’s email, if different from the sender’s email entered on the District State Requirements screen.
 7. Click the **Create** button and the system generates the EOY Submission.



Job Results screen – Master Schedule Collection

Chapter Thirteen: **STUDENT RECORD EXTRACTS**

In this chapter, the following topics are covered:

- ▶ Student Record Collection
- ▶ December 1 Child Count Extract
- ▶ End of Year Student Record Extract
- ▶ Fall Student Record Extract
- ▶ Spring Student Record Extract
- ▶ Summer Student Record Extract
- ▶ Student Record Extract History

STUDENT RECORD COLLECTION

The Student Record Collection is required by the Virginia Department of Education in order to comply with the information and reporting requirements of No Child Left Behind (NCLB). Questions or comments relating to these collections should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov or (804) 225-2099.

DECEMBER 1 CHILD COUNT EXTRACT

The data for the December 1 Child Count Collection Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the [Data Mapping table](#) indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the Dec 1 Child Count Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

The screenshot shows the 'Student Records' application window. At the top, there is a 'Menu' dropdown and a 'Create' button. The status is 'Ready'. The main title is 'Student Records'. Below the title, there are two tabs: 'Submission' (selected) and 'History'. The 'Submission' section includes a 'Submission Type' dropdown menu set to 'Dec 1 Child Count', a 'Submission Date' field showing '12/01/2013', and a note: 'This Submission Type uses a fixed Submission Date: 12/01/2013'. There is an 'Options' section with a checkbox for 'Include Column Headers'. Below this is a 'Sender's Email' text input field containing 'a@edupoint.com' and a 'Filter Group' dropdown menu. Further down, there is a section for 'Organizations To Process (Empty - All organizations will be processed)' with a 'Chooser' button. Below that is a table with columns 'Line' and 'Organization Name'. At the bottom, there is a 'Student Filters' section with a 'Students to Submit' section containing a 'Chooser' button and a table with columns: 'Line', 'Last Name', 'First Name', 'Middle Name', 'Perm ID', and 'State Testing ID'.

Figure 13.1 - Student Records screen, Dec 1 Child Count submission

2. Select the **Dec 1 Child Count** from the **Submission Type** field.
3. Select the **Include Option Headers** option to have column headers included in the extract.
4. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
5. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)							Chooser
X	Line	Organization Name					
Student Filters							
Students to Submit							Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID	

6. Click the **Create** button and the system generates the Dec 1 Child Count Extract.



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

EIMS EXTRACT

The data for the EIMS Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the [Data Mapping table](#) indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the EIMS Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

Figure 13.2 - Student Records screen, EIMS submission

1. Select **EIMS** from the **Submission Type** field.
2. Enter the extract's submission date in the **Submission Date** field.
3. Select the **Process only students who need state IDs** to limit the students processed.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
6. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)						Chooser
X	Line	Organization Name				
Student Filters						
Students to Submit						Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID

7. Click the **Create** button and the system generates the EIMS Extract.



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

END OF YEAR STUDENT RECORD EXTRACT

The data for the End of Year Student Record Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the End of Year Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

Figure 13.3 - Student Records screen, End of Year submission

2. Select the **End of Year** from the **Submission Type** field.
3. Enter the extract's submission date in the **Submission Date** field.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
6. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by

using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)						Chooser
X	Line	Organization Name				
Student Filters						
Students to Submit						Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID

7. Click the **Create** button and the system generates the End of Year Extract.



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

FALL STUDENT RECORD EXTRACT

The data for the Fall Student Record Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the Fall Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

Figure 13.4 - Student Records screen, Fall submission

2. Select the **Fall** from the **Submission Type** field.
3. Enter the extract's submission date in the **Submission Date** field.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
6. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by

using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)						Chooser
X	Line	Organization Name				
Student Filters						
Students to Submit						Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID

7. Click the **Create** button and the system generates the Fall Extract.



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

SPRING STUDENT RECORD EXTRACT

The data for the Spring Student Record Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the Spring Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

The screenshot shows the 'Student Records' screen with the 'Submission' tab selected. The form contains the following fields and sections:

- Submission Type:** Spring (dropdown menu)
- Submission Date:** 12/01/2013 (calendar icon)
- Options:** Include Column Headers
- Sender's Email:** a@edupoint.com (text input)
- Filter Group:** (dropdown menu)
- Organizations To Process (Empty - All organizations will be processed):** Chooser button
- Student Filters:** Chooser button
- Students to Submit:** Chooser button
- Table Headers:** Line, Last Name, First Name, Middle Name, Perm ID, State Testing ID

Student Records screen – Submission tab

2. Select the **Spring** from the **Submission Type** field.
3. Enter the extract's submission date in the **Submission Date** field.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
6. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by

using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)						Chooser
X	Line	Organization Name				
Student Filters						
Students to Submit						Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID

7. Click the **Create** button and the system generates the Spring Extract.



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

SUMMER STUDENT RECORD EXTRACT

The data for the Summer Student Record Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the Data Mapping table indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the Summer Extract

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.

The screenshot shows the 'Student Records' screen with the 'Submission' tab selected. The form contains the following fields and sections:

- Submission Type:** Summer
- Submission Date:** 12/01/2013
- Options:** Include Column Headers
- Sender's Email:** a@edupoint.com
- Filter Group:** (empty dropdown)
- Organizations To Process (Empty - All organizations will be processed):** Chooser
- Student Filters:** Chooser
- Students to Submit:** Chooser

Student Records screen – Submission tab

2. Select the **Summer** from the **Submission Type** field.
3. Enter the extract's submission date in the **Submission Date** field.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.
6. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations to Process** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by

using the **Chooser** button in the **Students to Submit** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations To Process (Empty - All organizations will be processed)						Chooser
X	Line	Organization Name				
Student Filters						
Students to Submit						Chooser
X	Line	Last Name	First Name	Middle Name	Perm ID	State Testing ID

7. Click the **Create** button and the system generates the Summer Extract.



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

STUDENT RECORD EXTRACT HISTORY

A record of the Student Record extracts that have been submits is available on the **History** tab of the **Student Records** screen.

Viewing Student Record Extract History

1. Navigate to **Synergy SIS > VA > Student Records**. The **Student Records** screen displays.
2. Select the **History** tab. The **History** tab displays all the Student Record extracts that have been submitted including when the extracts were performed.

Line	Submission Type	Submission Date	Start	Stop
1	Dec 1 Child Count	11/21/2011	11/21/2011 11:26:00	11/21/2011 11:27:00
2	Dec 1 Child Count	11/21/2011	11/21/2011 11:21:00	11/21/2011 11:21:00

Student Records screen – History tab

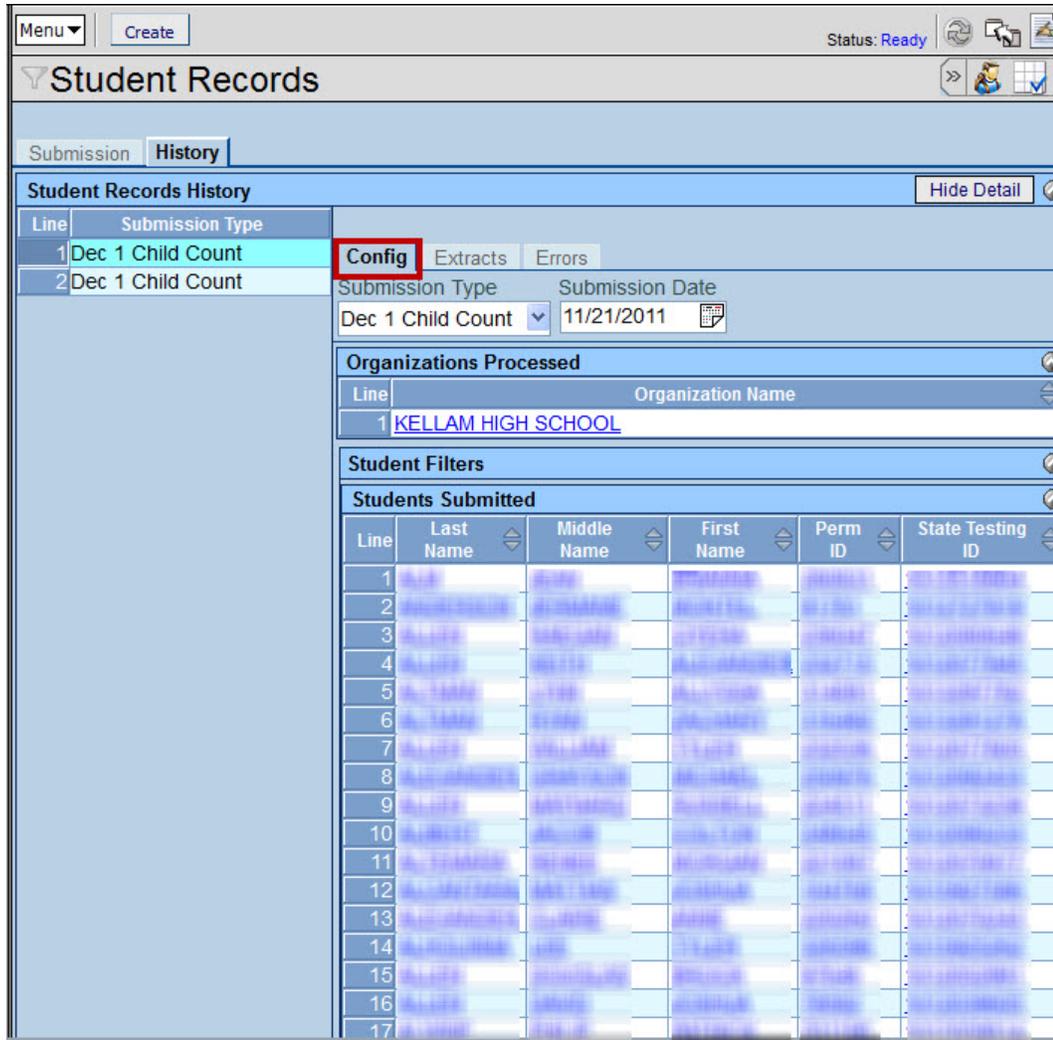
Viewing the extract details

1. Select an extract from the **Student Records History** grid.

Line	Submission Type	Submission Date	Start	Stop
1	Dec 1 Child Count	11/21/2011	11/21/2011 11:26:00	11/21/2011 11:27:00
2	Dec 1 Child Count	11/21/2011	11/21/2011 11:21:00	11/21/2011 11:21:00

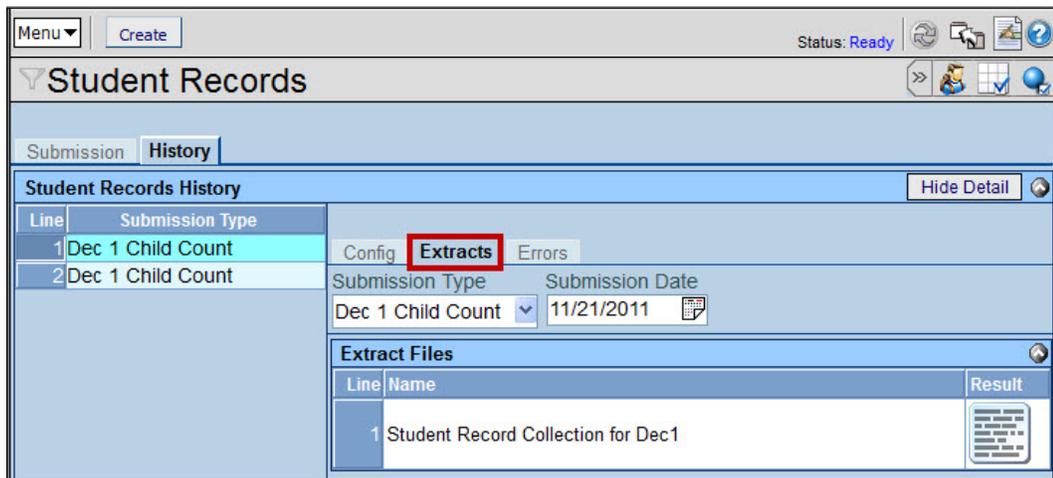
Student Records screen – History tab

2. Click the **Show Detail** button. The details for the selected extract display. The **Config** tab of the extract history displays the organizations and students included in the selected submission.



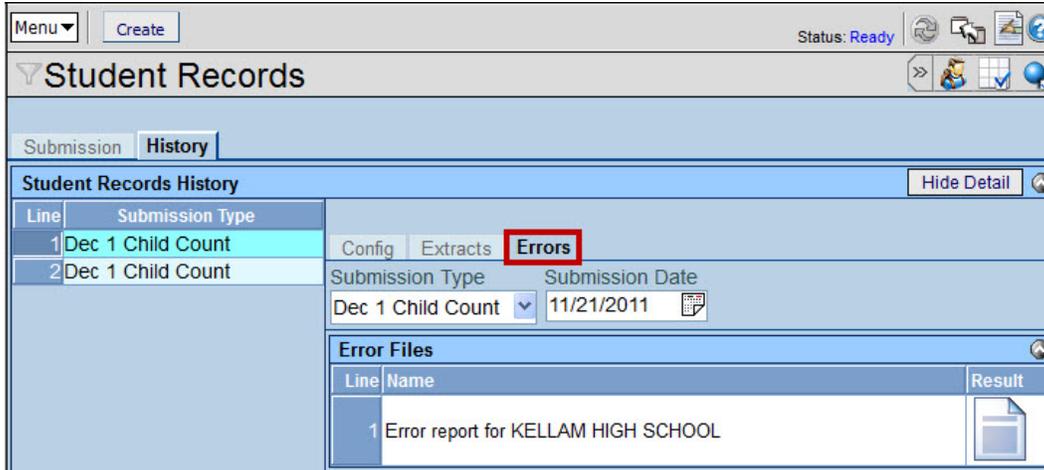
Student Records screen – History tab – Config detail

3. Select the **Extracts** tab. The **Extracts** tab displays the extract file that was submitted.



Student Records screen – History tab – Extracts detail

4. Click on the extract file icon in the **Extract Files** grid to view the file contents.
5. Click the **Errors** tab button. A list of any errors generated when the extract was run display.



Student Records screen – History tab – Errors detail

6. Click on the error file icon in the **Error Files** grid to view the file contents.

Chapter Fourteen: EIMS STATE STUDENT TESTING ID PROCESSES

In this chapter, the following topics are covered:

- ▶ EIMS [Imports](#)

EIMS IMPORTS

The Virginia State Import processes enables you to import the state provided EIMS State Student Testing ID files. The EIMS State Student Testing IDs are imported into Synergy SIS and used for future reporting.

Importing the EIMS State Student Testing ID file

1. Navigate to the **Synergy SIS > VA > Virginia State Import Processes**.

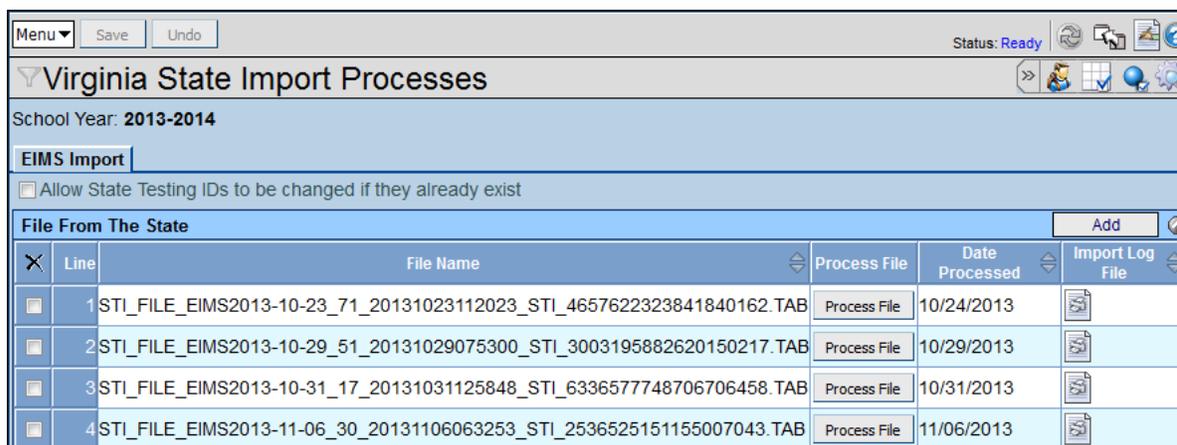


Figure 14.1 Virginia State Import Processes screen

2. Click **Add**. The **Attach Document** screen appears.

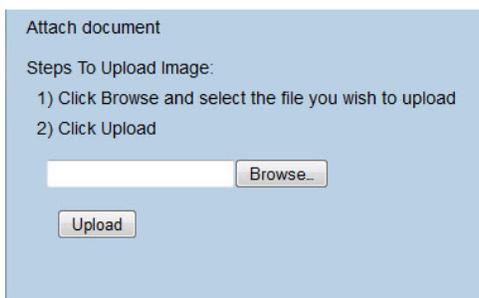


Figure 14.2 Attach Document screen

3. Click **Browse** to locate the EIMS file on your local drive or network.
4. Click **Upload** to attach the file. The file displays in the **File From The State** grid.
5. To have the system use the new file to overwrite any existing EIMS State Student Testing IDs during import, select the **Allow State Testing IDs to be changed if they already exist** option.

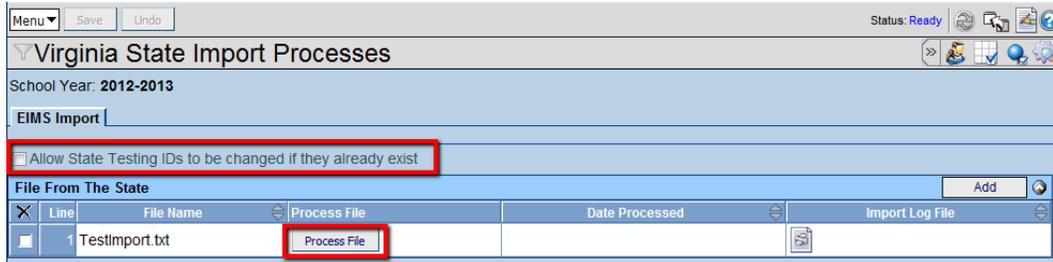


Figure 14.3 Virginia State Import Processes screen

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

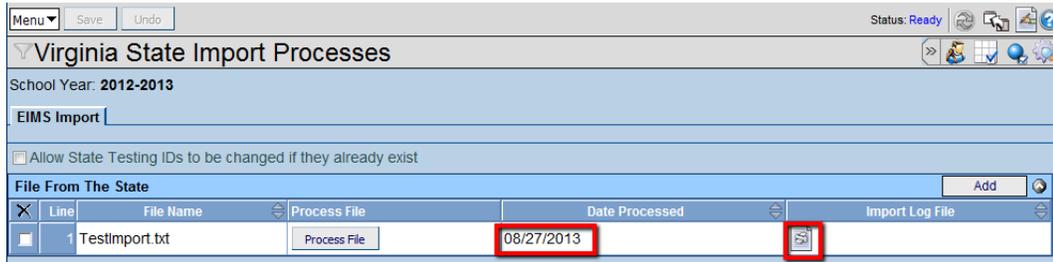


Figure 14.4 Virginia State Import Processes screen

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

Chapter Fifteen: **DISCIPLINE, VIOLENCE, AND CRIME EXTRACT**

In this chapter, the following topics are covered:

- ▶ Discipline, Crime, and Violence Extract
- ▶ Discipline, Crime, and Violence Extract History

DISCIPLINE, CRIME, AND VIOLENCE DATA COLLECTION

The Discipline, Crime, and Violence Data Collection is required by the Virginia Department of Education in order to comply with the information and reporting requirements of No Child Left Behind (NCLB), the federal Gun-Free Schools Act, and the Individuals with Disabilities Education Act (IDEA). Questions or comments relating to these collections should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov or (804) 225-2099.

DISCIPLINE, CRIME, AND VIOLENCE EXTRACT

The data for the Discipline, Crime, and Violence (DCV) Extract is pulled from various screens and tables with Synergy SIS. The Synergy SIS Location and Lookup Table columns in the [Data Mapping table](#) indicate where the data elements are found within Synergy SIS. If you have permission to access the screens and lookup tables, you can enter or edit the required data.

Running the Discipline Crime Violence Extract

1. Navigate to **Synergy SIS > VA > Discipline Crime Violence Extract**. The **Discipline Crime Violence Extract** screen displays.

The screenshot shows the 'Settings' tab of the 'Discipline Crime Violence Extract' screen. At the top, there are buttons for 'Menu', 'Create', and 'Load Previous Settings', along with a 'Status: Ready' indicator. The main area contains several input fields and dropdown menus: 'Start Date' (09/03/2013), 'End Date' (01/21/2014), 'Filter Group' (a dropdown menu), 'Log Type' (Info), and 'Year Extension' (Regular). Below these is a 'Sender Email' field with the value 'cahuggin@vbschools.com'. On the right side, there is an 'Options' section with a checkbox for 'Include Column Headers'. At the bottom, there are two sections: 'Organizations' and 'Students', each with a 'Chooser' button and a table header showing columns like 'Line', 'School Name', 'School Code', 'Student Name', 'Perm ID', and 'State Testing ID'.

Figure 15.1 - Discipline Crime Violence Extract screen, Settings tab

2. Select the **Start Date**. This is the first day included in the reported data. The default value is the first day of the school year.
3. Select the **End Date**. This is the last day included in the reported data. The default value is today's date.
4. Select the **Include Option Headers** option to have column headers included in the extract.
5. Select a **Filter Group**, to only send data for a predefined group of students. See [Creating Filter Group Definitions](#).

6. Select the **Log Type** that is generated along with the extract. The options include:
 - None
 - Debug
 - Status
 - Info
 - Warning
 - Error
7. Select the **Year Extension**.
8. Enter the sender's email, if different from the sender's email entered on the District State Requirements screen.



Note: To produce the report for a single school or a group of schools, select them by using the **Chooser** button in the **Organizations** row. If you do not choose a specific school, the extract runs all Virginia Beach Public Schools.

To run the extract for a specific student or group of students, select them by using the **Chooser** button in the **Students** row. If you do not select specific any students, the extract runs for all available students. Typically, the report includes all students.

Organizations				Chooser
X	Line	School Name	School Code	
Students				Chooser
X	Line	Student Name	Perm ID	State Testing ID

9. Click the **Create** button and the system generates the Discipline Crime Violence Extract.



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

DISCIPLINE CRIME VIOLENCE EXTRACT HISTORY

A record of the Discipline Crime Violence extracts that have been submits is available on the **History** tab of the **Discipline Crime Violence Extract** screen.

Viewing Discipline Crime Violence Extract History

1. Navigate to **Synergy SIS > VA > Discipline Crime Violence Extract**. The **Discipline Crime Violence Extract** screen displays.
2. Select the **History** tab. The History tab displays all the Discipline Crime Violence extracts that have been submitted including when the extracts were performed.

Line	Extract Start Date	Extract End Date	Start Time	End Time	Status	Download
1	09/03/2013	01/21/2014	01/21/2014 15:27:46	01/21/2014 15:35:12	Complete	
2	09/03/2013	01/21/2014	01/21/2014 15:19:01	01/21/2014 15:19:01	Error	

Figure 15.2 - Discipline Crime Violence Extract screen, History tab

3. Select an extract from the **Extract History** grid.
4. Click **Show Detail**.
 - The **Setting** tab displays the settings used to run the extract.

Line	Start Time
1	01/21/2014 15:27:46
2	01/21/2014 15:19:01

Settings	Extracts	Error Reports	Log Files
Extract Start Date	Extract End Date	Extract Status	
09/03/2013	01/21/2014	Complete	
Filter Name	Log Type	Year Extension	
	Info	Regular	
Sender Email	cahuggin@vbschools.com		
Start Date Time	End Date Time		
01/21/2014 15:27:46	01/21/2014 15:35:12		
<input type="checkbox"/> Include Column Headers			
Organizations Processed			
Line	Organization Name	School Code	
Students Processed			
Line	Name	Sis Number	State Student Number

Figure 15.3 - Discipline Crime Violence Extract screen, History tab, Settings detail

- The **Extracts** tab displays the extract file that was submitted. Click on the extract file icon in the **Extract Files** grid to view the file contents.

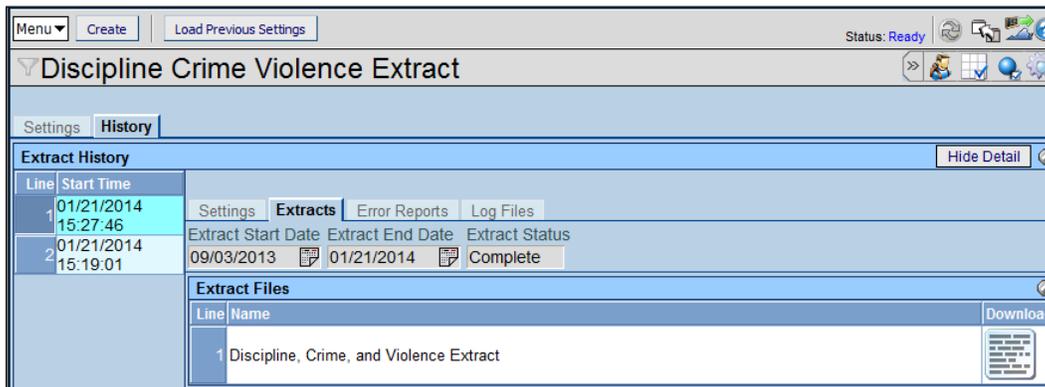


Figure 15.4 - Discipline Crime Violence screen, History tab, Extract detail

- The **Errors** tab displays the error reports the system creates when a record has an invalid value for a field, such as a missing date for a required field. The system creates a separate error report for each organization.

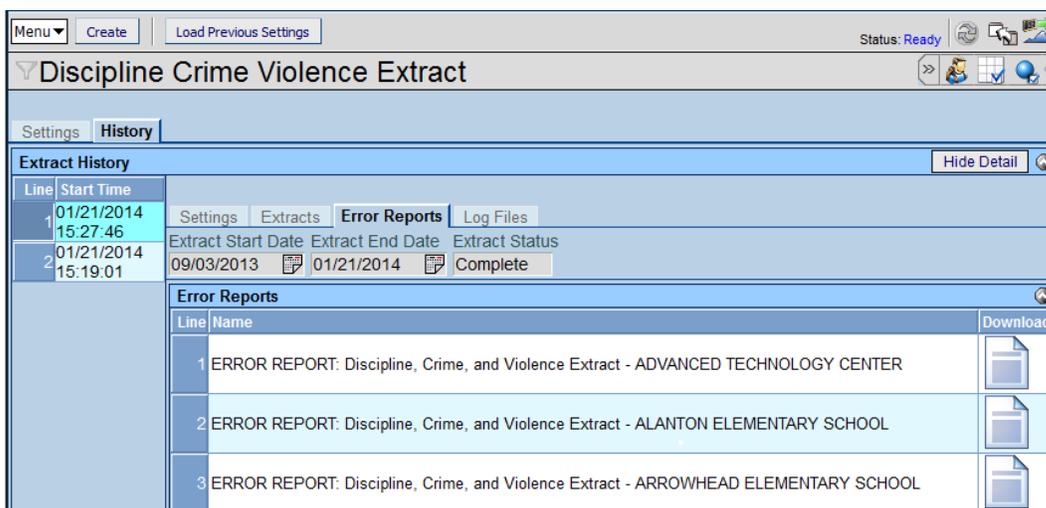


Figure 15.5 - Discipline Crime Violence screen, History tab, Error Reports detail

- The **Log Files** tab displays the logs files created when an extract is run. It detail the steps taken when generating the extract, and are useful in troubleshooting.

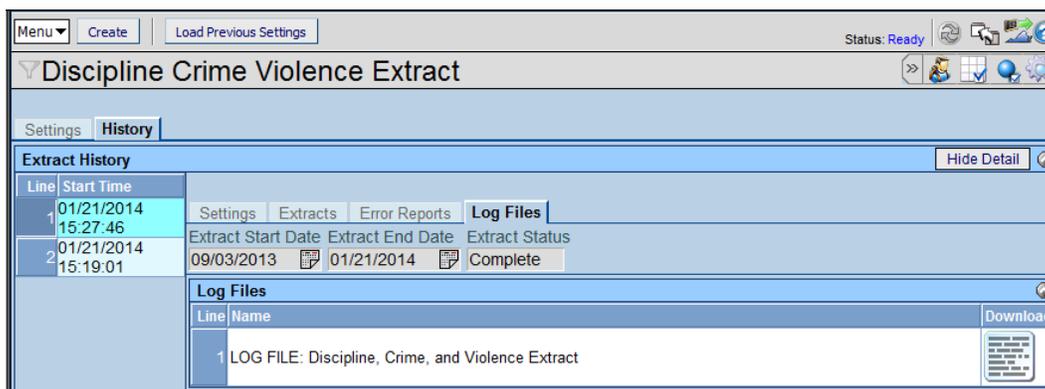


Figure 15.6 - Discipline Crime Violence Extract screen, History tab, Log Files detail

Chapter Sixteen: **VDOE FIELD LOCATIONS**

In this chapter, the following topics are covered:

- ▶ Where the information uploaded to VDOE is located in Synergy

VDOE FIELD LOCATIONS IN Synergy

The table below shows where the information uploaded to the State of Virginia is stored in Synergy. 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, there is a note indicating how the system reports that value. The elements are listed by component name in the order in which they appear within the component.

STUDENT RECORD COLLECTION – FALL

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber		Unique State Testing Identifier provided by EIMS	10
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	3
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program,	4

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						or placement that provides services to the student.	
8	Active Status Code	Synergy> Student> Student	The field will be based on the student's enrollment on the day the extract is being ran for. A - the student is enrolled on the day the extract is generated for I - the student is not enrolled on the day the extract is generated for but has an enrollment		N/A	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year.	1
9	Entry Code	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterCode	K12.Enrollment.ENTER_C ODE	A code that indicates the process by which the student first entered the school during a given school year.	4
10	Entry Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	10
11	Exit/Withdraw Code	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveCode	K12.Enrollment.LEAVE_C ODE	A code that indicates the circumstances under which the student last exited from membership in the school.	4
12	Exit/Withdraw Date	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveDate	N/A	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when	10

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						determining days present and days membership.	
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1
15	Birth date	Synergy> Student> Student> Demographics	Student	BirthDate	N/A	The month, day, and year on which an individual was born.	10
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	2
17	Kindergarten Half-Day Flag	Synergy> Student> Student > Enrollment	if grade is KA or KP or KG then check schedule course.ExtendedDay is the field looked at to determine if the class is a extended day class if grade is and in a class marked extended then Y else N			A flag that identifies whether a kindergarten student attends a half-day session.	1
18	Primary Disability Code		Program data loader but first record from SpecialEdStudentNeeds where primaryNeed is true and the enterdate/exitDate range overlaps the submissiondate If Synergy SE is installed data will be pushed into Synergy from Synergy SE		K12.SpecialEd.DISABILIT Y_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not he classroom placement.	3
19	Spec Ed Weekly Time %	Synergy> Student Programs> Student Special Ed Services > Other Information	Student	SpecialEdWeekTimePercent If Synergy SE is installed data will be pushed into Synergy from Synergy SE	NA	The total percentage of time that the student spends each week with a special education teacher(s). (This percentage should be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability and more than one special education teacher.)	3
20	Disadvantaged Status Flag	Synergy> Student> Student > Other Info	Student	Disadvantaged	K12.DISADVANTAGED	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	
23	Country of Birth Code	Synergy> Student> Student> Demographics	Student	BirthCountry	Revelation.COUNTRY	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	4
24	Home Language Code	Synergy> Student> Student> Demographics	Student	HomeLanguage	K12.LANGUAGE	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	4
25	Immigrant Status Flag	Synergy> Student> Student> other Info	Students must be 3 <=age >=21 , country of birth is not US, and (Entered US in the last 3 years as of 9/30 (k12.Student.UsEntryDateSchool [enrollment tab student view])			A flag that Identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	1
32	Title I Code		Store in programs - have user select which top level program(need) is Title 1 (on config view) and then pull the state code for the sub-level(program)			A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	2
33	GED Program Code		If the student is 16 or older and is in a course where the state code of alt type(K12.CourseInfo.ALT_ID_TYPE) is 290 then pull the alt code and if it is GED, ISAEP, or GAD then translate to 1,2,3 respective. If the alt code is 1,2, ro 3 then just place o		K12.CourseInfo.ALT_ID_T YPE	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	1
35	Graduate /Other Completer Code	Synergy> Student> student> Other Info	Student	Diploma Type	K12.DIPLOMA_TYPE	A code that identifies the type of graduation diploma or completion document that the student received	2
36	Graduate Plan Code	Synergy>student> student> Other Info	Student	GraduationPlan	K12.GRADUATION_PLAN	A code that identifies the post-graduate plans of the student	2
42	W8 Reason Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	Leavecode	K12.Enrollment.LEAVE_C ODE	A code associated with W880 to identify the reason the student discontinued school	2
44	Aggregate		if blank then present - looking at the all day code			The cumulative number of	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
	Days Present					days a student has been present in the school from the beginning of the current school year to the time of snapshot	
45	Aggregate Days Absent		Need config for four types and CBL of reasons (just like we have on attendance reports) - look at all day code for the reasons configured			The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	3
48	Tuition Paid Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	TuitionPayerCode	K12.Enrollment.TUITION_PAYER_CODE	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	2
49	Non-public student FTE	Synergy> Student> Student> Enrollment	StudentSchoolYear	FTE	K12.Enrollment.FTE	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.	2
51	Kindergarten Readiness Assessment Flag		The student needs to be 5 years old between Oct 1 and Dec 31 of the current school year then Check to see if student took Kindergarten readiness assessment in student test history Users will define which test is the Kindergarten readiness assessment test		N/A	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	1
52	NAEP Homeroom Identifier	Synergy> Student> Student	HomeroomSectionGU ->RoomGU-RoomName	N/A	N/A	Identifies the student's homeroom by number, teacher's name or other	10

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						school assigned identifier. This field is only used for NAEP testing so is optional for all grades. It is strongly recommended for students in grade 4 because NAEP uses this information to sort the testing materials.	
53	School Choice Status Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	SchoolChoiceStatus	K12.Enrollment.SCHOOL_CHOICE_STATUS	A state-assigned code that indicates the student's eligibility and election to participate in School Choice.	1
57	Early College Scholar Program Code	Synergy>Student> Student>Graduation Information>Early College Scholar	Student	EarlyCollegeScholarCode	K12.EARLY_COLLEGE_SCHOLAR	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	1
58	Distance Learning Flag		student in a course were the credit value is greater than zero and the course is marked as a distance learning courzse (course.DistanceLearningCourse)		N/A	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. The distance learning experience may or may not be a board-approved MOP program. This data element will be retired in 2013-2014 pending reconcilliation with the Master Schedule Collection.	1
59	PK Experience Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	ExpCode	K12.Enrollment.EXPERIENCE_CODE	A stated assigned code to identify the current or most recent PK (pre-kindergarten)	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						experience of PK and kindergarten students.	
60	PK Weekly Time Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	ExpTimeCode	K12.Enrollment.EXPERIENCE_TIME_CODE	A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.	2
69	Initial Primary Nighttime Residence Code	Synergy> Student> Student >Other Info	Student	DellingType	K12.Demographics.DWELLING_TYPE	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	1
70	Neglected/Delinquent Code		Store in programs - have user select which top level program(need) is neglected (on config view) and then pull the state code for the sub-level(program)			A code to identify the student who participated in a Neglected or Delinquent program for at least 30 days at any time during the current school year.	1
71	Full Time Virtual Program Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	FullTimeVirtual	K12.Enrollment.VIRTUAL_PROGRAM	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a board-approved MOP program.	1
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_CODE	A code to identify the student's current status.	1
79	Unaccompanied Homeless Youth Flag	Synergy> Student> Student > Other Info	student	HomeLess	K12.Demographics.HOMELESS	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
97	MOP Flag	Schedule> Section> Instructional Strategy Dropdown	section	instructionalStrategy	K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY	A flag to identify students in a virtual school/program where the curriculum and delivery is provided by an approved Multidivision Online Provider. Note: For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23	1
98	MOP Number of Classes	Gets MOP information for the given student. The student can take MOP courses which are identified by an AltCode3 value of 'MOP' on the section's 'Instructional Strategy' menu. This is tied to the K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY lookup. This counts up any sections that are marked as MOP, which will satisfy element #489 - MOP Number of Classes. If there are MOP classes, it will return the number of sections, if there aren't it will return string.Empty. That information can be used to determine the MOP Flag for element #488.				The number of secondary classes taken via a MOP program.	2
99	Resident Division	Student > Enrollment > Other Enrollment	studentschoolyear	responsibledistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where the student	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
		Information > Responsible Division				physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider. Future use of this element may be expanded to capture resident information of students for other funded programs such as foster care.	
102	Military Compact Statute Flag	Student > Enrollment > Enrollment Activity > Military Compact Statute	StudentSchoolYear->	MilitaryCompactStatute	n/a	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	1
103	Reporting School	Synergy>Student >Enrollment Tab> Reporting School	StudentSchoolYear	Reporting School	K12.Enrollment.SCHOOL	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	4
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

STUDENT RECORD COLLECTION – SPR

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber		Unique State Testing Identifier provided by EIMS	10
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	3
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	4
8	Active Status Code	Synergy> Student> Student	The field will be based on the student's enrollment on the day the extract is being ran for. A - the student is enrolled on the day the		N/A	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point	1

			extract is generated for I - the student is not enrolled on the day the extract is generated for but has an enrollment			during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year.	
9	Entry Code	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterCode	K12.Enrollment.ENTER_CODE	A code that indicates the process by which the student first entered the school during a given school year.	4
10	Entry Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	10
11	Exit/Withdraw Code	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveCode	K12.Enrollment.LEAVE_CODE	A code that indicates the circumstances under which the student last exited from membership in the school.	4
12	Exit/Withdraw Date	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveDate	N/A	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	10
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1
15	Birth date	Synergy> Student>	Student	BirthDate	N/A	The month, day, and year on which an individual was	10

		Student> Demographics				born.	
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	2
17	Kindergarten Half-Day Flag	Synergy> Student> Student > Enrollment	if grade is KA or KP or KG then check schedule course.ExtendedDay is the field looked at to determine if the class is a extended day class if grade is and in a class marked extended then Y else N			A flag that identifies whether a kindergarten student attends a half-day session.	1
18	Primary Disability Code		Program data loader but first record from SpecialEdStudentNeeds where primaryNeed is true and the enterdate/exitDate range overlaps the submissiondate If Synergy SE is installed data will be pushed into Synergy from Synergy SE		K12.SpecialEd.DISABILITY_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not the classroom placement.	3
20	Disadvantaged Status Flag	Synergy> Student> Student > Other Info	Student	Disadvantaged	K12.DISADVANTAGED	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	1
24	Home Language Code	Synergy> Student> Student> Demographics	Student	HomeLanguage	K12.LANGUAGE	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	4
32	Title I Code		Store in programs - have user select which top			A code that indicates type of program funded by Title	2

			level program(need) is Title 1 (on config view) and then pull the state code for the sub-level(program)			I f the student attends a Target Assisted school, i.e. reading, math, reading and math.	
33	GED Program Code		If the student is 16 or older and is in a course where the state code of alt type(K12.CourseInfo.ALT_ID_TYPE) is 290 then pull the alt code and if it is GED, ISAEP, or GAD then translate to 1,2,3 respective. If the alt code is 1,2, ro 3 then just place o		K12.CourseInfo.ALT_ID_TYPE	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	1
35	Graduate /Other Complete r Code	Synergy> Student> student> Other Info	Student	Diploma Type	K12.DIPLOMA_TYPE	A code that identifies the type of graduation diploma or completion document that the student received	2
36	Graduate Plan Code	Synergy>student > student> Other Info	Student	GraduationPlan	K12.GRADUATION_PLAN	A code that identifies the post-graduate plans of the student	2
40	CTE Career Cluster Code	Synergy>Course History>Student CTE>Career Cluster to Report	Selected Career Cluster on the student CTE view	TBD - property will be function based lookup built based on selected clusters defined in CTE program view	TDB	A code to identify the career cluster of the state-approved CTE course that any student has taken at anytime during the current school year. If the student has taken more than one course which fall into different clusters, choose the cluster that most closely aligns with that student's career interests. Refer to the CTERS User's Manual for assistance.	4
41	CTE Special Populations Code	Synergy>Course History>Student CTE>Special Populations Code	Student CTE View	Special Populations Code	K12.Demographics.CTE_SPECIAL_POPULATIONS_CODES	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.	3
42	W8 Reason Code	Synergy> Student> Student>	StudentSchoolYear	Leavecode	K12.Enrollment.LEAVE_CODE	A code associated with W880 to identify the reason the student	2

		Enrollment				discontinued school	
44	Aggregate Days Present		if blank then present - looking at the all day code			The cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	3
45	Aggregate Days Absent		Need config for four types and CBL of reasons (just like we have on attendance reports) - look at all day code for the reasons configured			The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	3
48	Tuition Paid Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	TuitionPayerCode	K12.Enrollment.TUITION_PAYER_CODE	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	2
49	Non-public student FTE	Synergy> Student> Student> Enrollment	StudentSchoolYear	FTE	K12.Enrollment.FTE	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.	2
51	Kindergarten Readiness Assessment Flag		The student needs to be 5 years old between Oct 1 and Dec 31 of the current school year then Check to see if student took Kindergarten readiness assessment in student test history Users will define which test is the Kindergarten readiness assessment		N/A	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	1

			test				
53	School Choice Status Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	SchoolChoiceStatus	K12.Enrollment.SCHOOL_CHOICE_STATUS	A state-assigned code that indicates the student's eligibility and election to participate in School Choice.	1
57	Early College Scholar Program Code	Synergy>Student>Student>Graduation Information>Early College Scholar	Student	EarlyCollegeScholarCode	K12.EARLY_COLLEGE_SCHOLAR	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	1
58	Distance Learning Flag		student in a course were the credit value is greater than zero and the course is marked as a distance learning courzse (course.DistanceLearningCourse)		N/A	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. The distance learning experience may or may not be a board-approved MOP program. This data element will be retired in 2013-2014 pending reconciliation with the Master Schedule Collection.	1
59	PK Experience Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	ExpCode	K12.Enrollment.EXPERIENCE_CODE	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.	2
60	PK Weekly Time Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	ExpTimeCode	K12.Enrollment.EXPERIENCE_TIME_CODE	A state assigned code to represent the average amount of time the student spends each week in the	2

						program specified by the PK Experience Code.	
69	Initial Primary Nighttime Residence Code	Synergy> Student> Student >Other Info	Student	DellingType	K12.Demographics.DWELLING_T YPE	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	1
70	Neglected/ Delinquent Code		Store in programs - have user select which top level program(need) is neglected (on config view) and then pull the state code for the sub-level(program)			A code to identify the student who participated in a Neglected or Delinquent program for at least 30 days at any time during the current school year.	1
71	Full Time Virtual Program Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	FullTimeVirtual	K12.Enrollment.VIRTUAL_PROG RAM	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a board-approved MOP program.	1
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_COD E	A code to identify the student's current status.	1
79	Unaccompanied Homeless Youth Flag	Synergy> Student> Student > Other Info	student	HomeLess	K12.Demographics.HOMELESS	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)	1
91	First Semester Special Ed Regional	Synergy> Student Programs> Student Special Ed Services > Other Information	StudentSchoolYear	SPed1stsemesterrebursement		The Special Ed Regional Tuition Reimbursement amount requested to be paid for first semester.	9

	Tuition Reimbursement					This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	
93	Special Ed Regional Tuition Reimbursement Disability Code	Synergy> Student Programs> Student Special Ed Services > Other Information	StudentSchoolYear			A code to identify the disability for which Regional Tuition Reimbursement is being claimed.	2
97	MOP Flag	Schedule> Section> Instructional Strategy Dropdown	section	instructionalStrategy	K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY	A flag to identify students in a virtual school/program where the curriculum and delivery is provided by an approved Multidivision Online Provider. Note: For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23	1
98	MOP Number of Classes	Gets MOP information for the given student. The student can take MOP courses which are identified by an AltCode3 value of 'MOP' on the section's 'Instructional Strategy' menu. This is tied to the K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY lookup. This counts up any sections that are marked as MOP, which will satisfy element #489 - MOP Number of Classes. If there are MOP classes, it will return the number of sections, if there aren't it will return string.Empty. That information can be used to determine the MOP Flag for element #488.				The number of secondary classes taken via a MOP program.	2
99	Resident Division	Student > Enrollment > Other Enrollment Information > Responsible Division	studentschoolyear	responsibledistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where the student physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider. Future use of this element may be expanded to capture resident	3

						information of students for other funded programs such as foster care.	
102	Military Compact Statute Flag	Student > Enrollment > Enrollment Activity > Military Compact Statute	StudentSchoolYear->	MilitaryCompactStatute	n/a	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	1
103	Reporting School	Synergy>Student >Enrollment Tab> Reporting School	StudentSchoolYear	Reporting School	K12.Enrollment.SCHOOL	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	4
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

STUDENT RECORD COLLECTION – EOY

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber		Unique State Testing Identifier provided by EIMS	10
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	3
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	4
8	Active Status Code	Synergy> Student> Student	The field will be based on the student's enrollment on the day the extract is being ran for. A - the student is enrolled on the day the extract is generated for I - the student is not enrolled on the day the extract is generated for but has an enrollment		N/A	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						school year.	
9	Entry Code	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterCode	K12.Enrollment.ENTER_CODE	A code that indicates the process by which the student first entered the school during a given school year.	4
10	Entry Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	10
11	Exit/Withdraw Code	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveCode	K12.Enrollment.LEAVE_CODE	A code that indicates the circumstances under which the student last exited from membership in the school.	4
12	Exit/Withdraw Date	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveDate	N/A	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	10
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1
15	Birth date	Synergy> Student> Student> Demographics	Student	BirthDate	N/A	The month, day, and year on which an individual was born.	10
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	2
17	Kindergarten Half-Day Flag	Synergy> Student> Student > Enrollment	if grade is KA or KP or KG then check schedule course.ExtendedDay is the field looked at to determine if the class is a extended day class			A flag that identifies whether a kindergarten student attends a half-day session.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
			if grade is and in a class marked extended then Y else N				
18	Primary Disability Code		Program data loader but first record from SpecialEdStudentNeeds where primaryNeed is true and the enterdate/exitDate range overlaps the submissiondate If Synergy SE is installed data will be pushed into Synergy from Synergy SE		K12.SpecialEd.DISABILITY_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not the classroom placement.	3
20	Disadvantaged Status Flag	Synergy> Student> Student > Other Info	Student	Disadvantaged	K12.DISADVANTAGED	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	1
24	Home Language Code	Synergy> Student> Student> Demographics	Student	HomeLanguage	K12.LANGUAGE	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	4
30	Gifted Code	Synergy> Student> Student> Other Info> Gifted	StudentGATE	GateCode	K12. ProgramInfo. GATE_CODE	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	4
31	Gifted Referral Flag	Synergy> Student> Student> Other Info> Other Information> Gifted Eligibility Date	Y - check for EnterDate between 7/1 and 6/30, N - not in the date range	EnterDate		A flag that identifies any student who was referred to the Gifted Program between July 1 and June 30 of the current school year.	1
32	Title I Code		Store in programs - have user select which top level program(need) is			A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
			Title 1 (on config view) and then pull the state code for the sub-level(program)			and math.	
33	GED Program Code		If the student is 16 or older and is in a course where the state code of alt type(K12.CourseInfo.ALT_ID_TYPE) is 290 then pull the alt code and if it is GED, ISAEP, or GAD then translate to 1,2,3 respective. If the alt code is 1,2, ro 3 then just place o		K12.CourseInfo.ALT_ID_TYPE	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	1
34	International Baccalaureate Program Flag	Synergy>Student>Student>Enrollment>Other Enrollment Information>International Baccalaureate Program	Student - they are or aren't, so not year or school specific	IntlBaccProg		A code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	1
35	Graduate/Other Completion Code	Synergy>Student>student> Other Info	Student	Diploma Type	K12.DIPLOMA_TYPE	A code that identifies the type of graduation diploma or completion document that the student received	2
36	Graduate Plan Code	Synergy>student > student> Other Info	Student	GraduationPlan	K12.GRADUATION_PLAN	A code that identifies the post-graduate plans of the student	2
37	Advanced Placement Code	Synergy>Test History>Student Test>Tests Synergy>Course >District Course>Description>AP Indicator	K12.TestInfo.StudentTest Check for the AP test K12.CourseHistoryInfo.StudentCourseHistory -> Course.APIndicator Check for courses with 'AP Indicator'	Test Type - StudentTestGU APIndicator - APIndicator (NOTE:The general Course property is currently mapped to a specific MN property)		A code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
38	Dual Enrollment Flag	Synergy>Course >District Course	StudentCourseHistory Need to check against the student's course history for courses that have the new Dual Enrollment flag	DualEnrollment		A code to identify that the student has taken one or more dual enrollment courses during the current school year Criteria is defined per Superintendent's Memo INF 153, July 3, 2008 This data element will be retired in 2013-2014 pending reconciliation with the Master Schedule Collection.	1
39	CTE Finisher Code	Synergy>Course History>Student CTE>CTE to Report CTE Programs	4-CTE To Report is null 3-CTE To Report is populated but the program is NOT marked as Completed 2-CTE To Report is populated but the program is marked as Completed and program is defined as a Tech prep program (check box on program definition view) 1-CTE To			A code to identify the student who either 1.) has finished a required Career and Technical Education sequence of courses to be considered a completer, RETIRED*2.) finished CTE Course requirements for completion of a Tech Prep course(s), or 3.) took at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion., or 4.) has not taken any state-approved CTE courses since 7th grade, or 5.) finished CTE Course requirements for completion and a dual-enrollment CTE course(s),	1
41	CTE Special Populations Code	Synergy>Course History>Student CTE>Special Populations Code	Student CTE View	Special Populations Code	K12.Demographics.CTE_SPECIAL_POPULATIONS_CODES	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.	3
42	W8 Reason Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	Leavecode	K12.Enrollment.LEAVE_CODE	A code associated with W880 to identify the reason the student discontinued school	2
44	Aggregate Days Present		if blank then present - looking at the all day code			The cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
45	Aggregate Days Absent		Need config for four types and CBL of reasons (just like we have on attendance reports) - look at all day code for the reasons configured			The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	3
46	Retention Flag	Synergy>Student>Student>Other Info>Next Year>Year End Status	StudentSOREnrollment Y=Yes, if YearEndStatus matches the identified retention value N=No, otherwise	YearEndStatus		A flag to identify that a student was retained in the same grade (status at the end of the school year)	1
47	Truancy Conference Flag	Synergy>Student>Other Info>Other Information>Truancy Conference Held	StudentSchoolYear	TruancyConferenceHeld		A flag to identify that a truancy conference was held with the student's parent after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.	1
48	Tuition Paid Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	TuitionPayerCode	K12.Enrollment.TUITION_PAYER_CODE	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	2
49	Non-public student FTE	Synergy>Student>Student>Enrollment	StudentSchoolYear	FTE	K12.Enrollment.FTE	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.	2
51	Kindergarten Readiness		The student needs to be 5 years old between Oct 1 and		N/A	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
	s Assessment Flag		Dec 31 of the current school year then Check to see if student took Kindergarden readiness assessment in student test history Users will define which test is the Kindergarden readiness assessment test			31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	
53	School Choice Status Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	SchoolChoiceStatus	K12.Enrollment.SCHOOL_CHOICE_STATUS	A state-assigned code that indicates the student's eligibility and election to participate in School Choice.	1
56	Diploma Seal	Synergy>Student>Student>Graduation Information>Diploma Seal	Student Current user data has a single lookup list for types of seals, where different seals are concatenated. Definition seems to allow for multiple seals. May need to implement as a checkbox list.	DiplomaSeal		A state assigned code to identify any and all diploma seals earned by a graduate.	5
57	Early College Scholar Program Code	Synergy>Student>Student>Graduation Information>Early College Scholar	Student	EarlyCollegeScholarCode	K12.EARLY_COLLEGE_SCHOLAR	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	1
58	Distance Learning Flag		student in a course were the credit value is greater than zero and the course is marked as a		N/A	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	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
			distance learning course (course.DistanceLearningCourse)			graduation. The distance learning experience may or may not be a board-approved MOP program. This data element will be retired in 2013-2014 pending reconciliation with the Master Schedule Collection.	
59	PK Experience Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	ExpCode	K12.Enrollment.EXPERIENCE_CODE	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.	2
60	PK Weekly Time Code	Synergy>Student>Student>Enrollment	StudentSchoolYear	ExpTimeCode	K12.Enrollment.EXPERIENCE_TIME_CODE	A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.	2
61	CTE Dual Enrollment Flag		Cross reference courses taken by student in the current school year from student course history that are part of the reported CTE program. NOTE TODO: get clarification on "Include only Career and Technical Education courses taken at a community college or other institution." - From the customer's input, we should look at the District Course record and if the course is marked as 'Dual Enrollment' and 'CTE', then we would report 'Y'. They would be responsible for setting these fields to allow this determination. - For the CTE determination, we could use the 'Technical Course' checkbox in District Course, but what seems a better solution is to look at CTE Programs and see if the course is in one. - So, if the course has the 'Dual Enrollment' checkbox flagged, and the course is in a CTE Program, then we report 'Y', otherwise 'N'.			A flag to identify the student who has taken one or more CTE dual enrollment courses during the current school year. Include only Career and Technical Education courses taken at a community college or other institution. Do not include academic or other elective courses here. This data element will be retired in 2013-2014 pending reconciliation with the Master Schedule Collection.	1
62	CTE Competency Attainment	Synergy>Course History>Student CTE>CTE Programs	StudentCTE StudentCTEProgram Look at selected CTEProgramToReport and check if Competent is set	Competent	TBD	A flag to identify the student who has achieved a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
63	CTE Program Code	Synergy>Course History>Student CTE>CTE to Report CTE Programs	StudentCTE / CTEProgram Student CTE Selected program to report -> Program definition -> Code	CTEProgramToReport Code	N/A	A state assigned code to identify the CTE program finished by the student. The CTE Program Codes are not the same as the course codes.	4
64	Address line 1	Synergy>Student>Student >Demographics	Student	homeaddress	NA	The house number and street or post office box of the CTE Completer.	30
65	Address line 2	Synergy>Student>Student >Demographics	Student			Continuation of Address line 1, if needed	30
66	Zip Code	Synergy>Student>Student >Demographics		homezipcode		The Zip Code of the student's residence	5
67	Phone Number	Synergy>Student>Student>Demographics>Phone Numbers	RevPerson	PrimaryPhone	from student	A telephone or cell phone number of the CTE Completer Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied, do not include them with the phone number	10
68	Unexcused Absences					The number of unexcused absences, as defined by local policies, the student has accumulated during the current school year.	3
69	Initial Primary Nighttime Residence Code	Synergy>Student>Student >Other Info	Student	DellingType	K12.Demographics.DWELLING _TYPE	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	1
70	Neglected/ Delinquent Code		Store in programs - have user select which top level program(need) is neglected (on config view) and then pull the state code for the sub-level(program)			A code to identify the student who participated in a Neglected or Delinquent program for at least 30 days at any time during the current school year.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
71	Full Time Virtual Program Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	FullTimeVirtual	K12.Enrollment.VIRTUAL_PRO GRAM	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a board-approved MOP program.	1
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_CO DE	A code to identify the student's current status.	1
78	IB Code	Synergy>Test History>Student Test>Tests Synergy>Course >District Course>Description>IB Indicator	K12.TestInfo.StudentTest Check for the IB exam K12.CourseHistoryInfo.StudentCourseHistory -> Course.IBIndicator Check for courses with 'IB Indicator'	Test Type - StudentTestGU IBIndicator - IBIndicator (NOTE:The general Course property is currently mapped to a specific MN property)		A code to identify that student is enrolled in one or more IB (International Baccalaureate Program) courses and/or has taken the IB exam.	1
79	Unaccompanied Homeless Youth Flag	Synergy> Student> Student > Other Info	student	HomeLess	K12.Demographics.HOMELESS	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)	1
92	Cambridge Programme Code	Synergy>Test History>Student Test>Tests Synergy>Course >District Course>Description>Cambridge Programme	K12.TestInfo.StudentTest Check for the IB exam K12.CourseHistoryInfo.StudentCourseHistory -> Course.Combridge	Test Type - StudentTestGU CambridgeIndicator - Combridge Indicator		A code to identify that student is enrolled in one or more Cambridge Programme (IGCSE & AICE) courses and/or has taken an IGCSE or AICE exam.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
		course	<p>Check for courses with 'Cambridge'</p> <p>Could use one check or two for the two different values.</p>				
93	Special Ed Regional Tuition Reimbursement Disability Code	Synergy> Student Programs> Student Special Ed Services > Other Information	StudentSchoolYear			A code to identify the disability for which Regional Tuition Reimbursement is being claimed.	2
97	MOP Flag	Schedule> Section> Instructional Strategy Dropdown	section	instructionalStrategy	K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY	A flag to identify students in a virtual school/program where the curriculum and delivery is provided by an approved Multidivision Online Provider. Note: For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23	1
98	MOP Number of Classes	Gets MOP information for the given student. The student can take MOP courses which are identified by an AltCode3 value of 'MOP' on the section's 'Instructional Strategy' menu. This is tied to the K12.ScheduleInfo.INSTRUCTIONAL_STRATEGY lookup. This counts up any sections that are marked as MOP, which will satisfy element #489 - MOP Number of Classes. If there are MOP classes, it will return the number of sections, if there aren't it will return string.Empty. That information can be used to determine the MOP Flag for element #488.				The number of secondary classes taken via a MOP program.	2
99	Resident Division	Student > Enrollment > Other Enrollment Information > Responsible Division	studentschoolyear	responsibledistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where the student physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider. Future use of this element may be	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						expanded to capture resident information of students for other funded programs such as foster care.	
100	Second Semester Special Ed Regional Tuition Reimbursement	Synergy> Student Programs> Student Special Ed Services > Other Information	StudentSchoolYear	SPed2ndsemesterreimbursement		The Special Ed Regional Tuition Reimbursement amount requested to be paid for second semester. This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	9
102	Military Compact Statute Flag	Student > Enrollment > Enrollment Activity > Military Compact Statute	StudentSchoolYear->	MilitaryCompactStatute	n/a	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	1
103	Reporting School	Synergy>Student >Enrollment Tab> Reporting School	StudentSchoolYear	Reporting School	K12.Enrollment.SCHOOL	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	4
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

STUDENT RECORD COLLECTION – SUM

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber		Unique State Testing Identifier provided by EIMS	10
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	3
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	4
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1
15	Birth date	Synergy> Student> Student> Demographics	Student	BirthDate	N/A	The month, day, and year on which an individual was born.	10
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						receives services in a school or an educational institution during a given academic session.	
18	Primary Disability Code		Program data loader but first record from SpecialEdStudentNeeds where primaryNeeds is true and the enterdate/exitDate range overlaps the submissiondate If Synergy SE is installed data will be pushed into Synergy from Synergy SE		K12.SpecialEd.DISABILITY_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not the classroom placement.	3
20	Disadvantaged Status Flag	Synergy> Student> Student > Other Info	Student	Disadvantaged	K12.DISADVANTAGED	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	1
33	GED Program Code		If the student is 16 or older and is in a course where the state code of alt type(K12.CourseInfo.ALT_ID_TYPE) is 290 then pull the alt code and if it is GED, ISAEP, or GAD then translate to 1,2,3 respective. If the alt code is 1,2, or 3 then just place 0		K12.CourseInfo.ALT_ID_TYPE	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	1
34	International Baccalaureate Program Flag	Synergy>Student >Student>Enrollment>Other Enrollment Information>International Baccalaureate Program	Student - they are or aren't, so not year or school specific	IntlBaccProg		A code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
35	Graduate /Other Completer Code	Synergy> Student> student> Other Info	Student	Diploma Type	K12.DIPLOMA_TYPE	A code that identifies the type of graduation diploma or completion document that the student received	2
36	Graduate Plan Code	Synergy>student> student> Other Info	Student	GraduationPlan	K12.GRADUATION_PLAN	A code that identifies the post-graduate plans of the student	2
39	CTE Finisher Code	Synergy>Course History>Student CTE>CTE to Report CTE Programs	4-CTE To Report is null 3-CTE To Report is populated but the program is NOT marked as Completed 2-CTE To Report is populated but the program is marked as Completed and program is defined as a Tech prep program (check box on program definition view) 1-CTE To			A code to identify the student who either 1.) has finished a required Career and Technical Education sequence of courses to be considered a completer, RETIRED*2.) finished CTE Course requirements for completion of a Tech Prep course(s), or 3.) took at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion., or 4.) has not taken any state-approved CTE courses since 7th grade, or 5.) finished CTE Course requirements for completion and a dual-enrollment CTE course(s),	1
41	CTE Special Populations Code	Synergy>Course History>Student CTE>Special Populations Code	Student CTE View	Special Populations Code	K12.Demographics.CTE_SPECIAL_POPULATIONS_CODES	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.	3
48	Tuition Paid Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	TuitionPayerCode	K12.Enrollment.TUITION_PAYER_CODE	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	2
56	Diploma Seal	Synergy>Student >Student>Graduation Information>Diplo	Student Current user data has a single lookup list for	DiplomaSeal		A state assigned code to identify any and all diploma seals earned by a graduate.	5

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
		ma Seal	types of seals, where different seals are concatenated. Definition seems to allow for multiple seals. May need to implement as a checkbox list.				
61	CTE Dual Enrollment Flag		<p>Cross reference courses taken by student in the current school year from student course history that are part of the reported CTE program. NOTE TODO: get clarification on "Include only Career and Technical Education courses taken at a community college or other institution."</p> <p>- From the customer's input, we should look at the District Course record and if the course is marked as 'Dual Enrollment' and 'CTE', then we would report 'Y'. They would be responsible for setting these fields to allow this determination.</p> <p>- For the CTE determination, we could use the 'Technical Course' checkbox in District Course, but what seems a better solution is to look at CTE Programs and see if the course is in one.</p> <p>- So, if the course has the 'Dual Enrollment' checkbox flagged, and the course is in a CTE Program, then we report 'Y', otherwise 'N'.</p>			<p>A flag to identify the student who has taken one or more CTE dual enrollment courses during the current school year. Include only Career and Technical Education courses taken at a community college or other institution. Do not include academic or other elective courses here.</p> <p>This data element will be retired in 2013-2014 pending reconciliation with the Master Schedule Collection.</p>	1
62	CTE Competency Attainment	Synergy>Course History>Student CTE>CTE Programs	StudentCTE StudentCTEProgram Look at selected CTEProgramToReport and check if Competent is set	Competent	TBD	A flag to identify the student who has achieved a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.	1
63	CTE Program Code	Synergy>Course History>Student CTE>CTE to Report CTE Programs	StudentCTE / CTEProgram Student CTE Selected program to report -> Program definition -> Code	CTEProgramToReport Code	N/A	A state assigned code to identify the CTE program finished by the student. The CTE Program Codes are not the same as the course codes.	4
64	Address line 1	Synergy> Student> Student >Demographics	Student	homeaddress	NA	The house number and street or post office box of the CTE Completer.	30

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
65	Address line 2	Synergy> Student> Student >Demographics	Student			Continuation of Address line 1, if needed	30
66	Zip Code	Synergy> Student> Student >Demographics		homezipcode		The Zip Code of the student's residence	5
67	Phone Number	Synergy>Student >Student>Demographics>Phone Numbers	RevPerson	PrimaryPhone	from student	A telephone or cell phone number of the CTE Completer. Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied, do not include them with the phone number	10
69	Initial Primary Nighttime Residence Code	Synergy> Student> Student >Other Info	Student	DellingType	K12.Demographics.DWELLING_TYPE	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	1
70	Neglected/Delinquent Code		Store in programs - have user select which top level program(need) is neglected (on config view) and then pull the state code for the sub-level(program)			A code to identify the student who participated in a Neglected or Delinquent program for at least 30 days at any time during the current school year.	1
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_CODE	A code to identify the student's current status.	1
79	Unaccompanied Homeless Youth Flag	Synergy> Student> Student > Other Info	student	HomeLess	K12.Demographics.HOMEL ESS	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X,	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						Part C of the No Child Left Behind Act)	
103	Reporting School	Synergy>Student >Enrollment Tab> Reporting School	StudentSchoolYear	Reporting School	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	4
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

STUDENT RECORD COLLECTION – EIMS

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber	N/A	Unique State Testing Identifier provided by EIMS	10
3	Unique Local Student Identifier	Synergy> Student> Student	Student	SISNumber	N/A	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	12
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	4
8	Active Status Code	Synergy> Student> Student	The field will be based on the student's enrollment on the day the extract is being ran for. A - the student is enrolled on the day the extract is generated for I - the student is not enrolled on the day the extract is generated for but has an enrollment		N/A	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year.	
9	Entry Code	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterCode	K12.Enrollment.ENTER_CODE	A code that indicates the process by which the student first entered the school during a given school year.	4
10	Entry Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year.	10

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						(The reporting school is the school within the division that is submitting the record.)	
11	Exit/Withdraw Code	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveCode	K12.Enrollment.LEAVE_CODE	A code that indicates the circumstances under which the student last exited from membership in the school.	4
12	Exit/Withdraw Date	Synergy> Student> Student > Enrollment	StudentEnrollment	LeaveDate	N/A	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	10
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
15	Birth date	Synergy> Student> Student> Demographics	Student	BirthDate	N/A	The month, day, and year on which an individual was born.	10
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	2
18	Primary Disability Code	Synergy Sis> Student Special Ed Services> > Other Information> Special Educaiton Services Breakdown> Primary Disability	StateReportingInfo	PrimaryDisability	K12.SpecialEd.DISABILITY_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not he classroom placement.	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
20	Disadvantaged Status Flag	Synergy> StudentPrograms	Logic: Is the student Currently in a FRM Program = Y is the student in a Medicade Program = Y		N/A	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	1
32	Title I Code		Store in programs - have user select which top level program(need) is Title 1 (on config view) and then pull the state code for the sub-level(program)		N/A	A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	2
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_CODE	A code to identify the student's current status.	1
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

STUDENT RECORD COLLECTION – DEC1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
2	State Testing Identifier	Synergy> Student> Student	Student	StateStudentNumber		Unique State Testing Identifier provided by EIMS	10
3	Unique Local Student Identifier	Synergy> Student> Student	Student	SISNumber		Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	12
4	Responsible Division Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible Division	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	3
5	Responsible School Number	Synergy> Student> Student > Enrollment	StudentSchoolYear	Responsible School	K12.Enrollment.School	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	4
6	Serving Division Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingDistrict	K12.Enrollment.DISTRICT	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	3
7	Serving School/Center Code	Synergy> Student> Student > Enrollment	StudentSchoolYear	ServingSchool	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	4
8	Active	Synergy>	The field will be based		N/A	A code that identifies the	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
	Status Code	Student> Student	on the student's enrollment on the day the extract is being ran for. A - the student is enrolled on the day the extract is generated for I - the student is not enrolled on the day the extract is generated for but has an enrollment			active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year.	
9	Entry Code	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterCode	K12.Enrollment.ENTER_CODE	A code that indicates the process by which the student first entered the school during a given school year.	4
10	Entry Date	Synergy> Student> Student > Enrollment	StudentEnrollment	EnterDate	N/A	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	10
14	Gender Code	Synergy> Student> Student> Demographics	Student	Gender	Revelation.GENDER	A code that identifies the student's gender.	1
15	Birth date	Synergy> Student> Student> Demographics	Student	BirthDate	N/A	The month, day, and year on which an individual was born.	10
16	Grade Level Code	Synergy> Student> Student	StudentSchoolYear	Grade	K12.GRADE	A code that identifies the grade level at which a student receives services in a school or an educational institution	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						during a given academic session.	
18	Primary Disability Code		Program data loader but first record from SpecialEdStudentNeeds where primaryNeed is true and the enterdate/exitDate range overlaps the submissiondate If Synergy SE is installed data will be pushed into Synergy from Synergy SE		K12.SpecialEd.DISABILITY_CODE	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not the classroom placement.	3
20	Disadvantaged Status Flag	Synergy> Student> Student > Other Info	Student	Disadvantaged	K12.DISADVANTAGED	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	1
48	Tuition Paid Code	Synergy> Student> Student> Enrollment	StudentSchoolYear	TuitionPayerCode	K12.Enrollment.TUITION_PAYER_CODE	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	2
73	Ethnic Flag	Synergy> Student> Student > Demographics	Student	HispanicIndicator	N/A	A flag to identify if the student is Hispanic/Latino	1
74	Race Code	Synergy> Student> Student > Demographics	Student	EthnicCode	Revelation.Ethnicity	A code for one or more races the student identifies with	2
76	ESL Code		ELLHistory	Des Code This will use the program data loader to get the data on the date the extract is generated for	K12.ProgramInfo.ELL_DES_CODE	A code to identify the student's current status.	1

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
80	Special Ed Student Placement Code	Synergy> Student Programs> Student Special Ed Services > Other Information		LRE	k12.specialed.va.statereporting.statereportingfor.lre	A code to identify the placement of the special education student	2
81	Special Ed Student Regular Class Percent	Synergy> Student Programs> Student Special Ed Services > Other Information	K12.CourseHistoryInfo.StudentCourseHistory -> Course.IBIndicator	RegClassPct		The percent of the day that the special education student spends in the regular class	3
82	Special Ed Primary Disability Service Percent of Day	Synergy> Student Programs> Student Special Ed Services > Other Information	Check for courses with 'IB	PrimaryPct		The percent of day that the student receives services for the primary disability.	3
83	Special Ed Secondary Disability Code	Synergy> Student Programs> Student Special Ed Services > Other Information	Indicator'	secondaryDisability		A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	2
84	Special Ed Secondary Disability Service Percent of Day	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	secondaryPCT		The percent of day that the student receives services for the secondary disability.	3
85	Special Ed Secondary Disability	Synergy> Student Programs> Student Special Ed	statereportinginfo	secservdistrictOverride		The Serving Division of the Secondary Disability if required	3

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
	Serving Division	Services > Other Information					
86	Special Ed Secondary Disability Serving School	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	SecServSchoolOverride		The Serving School of the Secondary Disability if required	4
87	Special Ed Third Disability Code	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	TertiaryDisability		A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	2
88	Special Ed Third Disability Service Percent of Day	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	TertiaryPct		The percent of day that the student receives services for the third disability.	3
89	Special Ed Third Disability Serving Division	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	terservdistrictOverride		The Serving Division of the Third Disability if required	3
90	Special Ed Third Disability Serving School	Synergy> Student Programs> Student Special Ed Services > Other Information	statereportinginfo	TerServSchoolOverride		The Serving School of the Third Disability if required	4
93	Special Ed	Synergy> Student	StudentSchoolYear			A code to identify the disability for which Regional	2

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
	Regional Tuition Reimbursement Disability Code	Programs> Student Special Ed Services > Other Information				Tuition Reimbursement is being claimed.	
94	Time in Regular Early Childhood Setting					A flag to identify if the student spends 10 or more hours a week in the Regular Early Childhood Setting.	1
95	Special Ed in Regular Early Childhood Setting					A flag to identify if the student receives the majority of their special education and related services in the Regular Early Childhood Setting.	1
96	Parentally Placed Students	Synergy> Student Programs> Student Special Ed Services > Other Information	Progaminfo.specialedservicebreakdown	parentallyPlaced		A flag to identify if the student was parentally placed.	1
101	Summer Semester Special Ed Regional Tuition Reimbursement	Synergy> Student Programs> Student Special Ed Services > Other Information	StudentSchoolYear	SPedsummersemesterreimbursement		The Special Ed Regional Tuition Reimbursement amount requested to be paid for summer semester. This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	9
103	Reporting School	Synergy> Student > Enrollment Tab> Reporting School	StudentSchoolYear	Reporting School	K12.Enrollment.School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a	4

Position on File Layout	Data Element Name	Synergy SIS Location	BO	Property	Look-up Table	Definition	Max Length
						local school.	
113	Student's First Name					Student's First Name	15
114	Student's Middle Name					Student's Middle Name	15
115	Student's Last Name					Student's Last Name	25

MASTER SCHEDULE COLLECTION

A Records - Header

A Record - Header	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
Record Type	Constant A						1	Y	Y
Data Collection Name							8	Y	Y
File Submission Type	Code to describe the submission	Synergy SIS> VA> Master Schedule Collection				Product owned	1	Y	Y
Beginning School Year	Four-digit year for beginning of school	Synergy SIS> VA> Master Schedule Collection				Product owned	4	Y	Y
Division Number	Leading zero(s) must be included, i.e. 005						3	Y	Y
Section Type	Code to describe the data included in the submission	Synergy SIS> VA> Master Schedule Collection					6	Y	Y

B Records - IPAL

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
B Records - IPAL	one record needed for each Provider Id with a VA Teacher/Administrator License OR for each Provider Id with a Provider Description of 4 (unlicensed teacher/pupil personnel service provider/administrator) from the E Records								
Record Type	Constant B					N/A	1	Y	

Local Provider Id	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this ID	Synergy> Staff> Staff >General	k.12	staff	BadgeNum	N/A	20	Y	
Teacher/Administrator License Prefix	Includes the characters preceding the dash on the teacher's license	Synergy> Staff> Staff >General	k.13	staff	AdminLicPrefix	K12.Staff. TEACHER _ADMINIS TRATOR_ LICENSE_ PREFIX	4	Y	
Teacher/Administrator License Number	Includes the numbers after the dash on the teacher's license	Synergy> Staff> Staff >General	k.14	staff	AdminLicNum	N/A	11	Y	
Social Security Number	Only required if the individual does not have license information	Synergy> Staff> Staff >General	k.12	Staff	First_Name	N/A	9	Y	
First Name		Synergy> Staff> Staff >General	k.12	Staff	Middle_Name	N/A	30	Y	
Middle Name		Synergy> Staff> Staff >General	k.12	Staff	Last_name	N/A	30	Y	
Last Name		Synergy> Staff> Staff >General	k.12	Staff	Social_Security_Number	N/A	30	Y	
Date of Birth		Synergy> Staff> Staff >General	k.12	Staff	Birth_Date	N/A	mm/dd/yyyy	Y	
Ethnic Flag	Hispanic? (yes or no)	Synergy> Staff> Staff >General	k.12	Staff	Hispanic/Latino	Revelation .Hispanic_ Ethnicity	1	Y	

Race Code		Synergy> Staff> Staff >General	k.12	Staff	Resolved_Race/Ethnicity	N/A	2	Y	
Gender		Synergy> Staff> Staff >General	k.12	Staff	Gender	N/A	1	Y	
FTE	Full Time Equivalent	Synergy> Staff> Staff >General	k.12	Staff	Fte	N/A	4	Y	
Title I Funded Position	Does this individual have a position that is funded by Title I?	Synergy> Staff> Staff >SpecialEd	k.12	Staff			1	Y	
High-Quality Professional Development	Has this teacher received high-quality professional development?	Synergy> Staff> Staff >Credentials	k12	Staffinfo	StaffCourse Qualification	K12.staff> Qual Method	1	Y	
Division Teaching Experience	Number of Years Experience teaching within the Division	Synergy> Staff> Staff >General	k12	Staff	Yearsindistrict	N/A	2	Y	
Virginia Teaching Experience	Number of years experience teaching within the Commonwealth of Virginia include public and private school experience	Synergy> Staff> Staff >General	k12	staff	StateTeachingExperience	N/A	2	Y	

Years Teaching Experience	Number of years teaching experience within education include public, private and out-of-state experiences	Synergy> Staff> Staff >General	k12	staff	years of ed service	N/A	2	Y	
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C Records - Courses

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
C Records Courses	one record for each section taught within the LEA. (Include summer school, fall, spring and year long courses)								
Record Type	Constant C						1	Y	Y
Section Id	A locally defined number that identifies a particular section. When coupled with the division and school, Section ID creates a unique identifier for the section.	Synergy> Schedule> Section	K12.ScheduleInfo	Section	SectionID	N/A	30	Y	Y
Serving Division	Three-digit state-assigned Division number that identifies the division, center or agency that provided the course (or the resource to the course) to the students	Synergy> system>setup > organization> District	k12.districtsetup	districtsetup	DistrictNumber	N/A	3	Y	Y
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course (or the resource to the course) to the students	Synergy> system>setup > organization> School	k12	School	SchoolCode	N/A	4	Y	Y
SCED Subject Area	NCES-assigned number that represents the general context category of the section	Synergy> Course> District Course> Description Tab	k12.courseinfo	Course	SchedSubjectArea	K12.courseinfo.SCEDsubjectarea	2	Y	Y
SCED Course Identifier	NCES-assigned number that represents general courses within the Subject Area	Synergy> Course> District Course> Description Tab	k12.courseinfo	Course	SCEDCourseCode	K12.CourseInfo.SCED_COURSE_CODE	3	Y	Y
SCED Course Level	A code to convey the level of rigor of the course.	Synergy> Course> District Course> Description Tab	k12.courseinfo	Course	SCEDCourseLevel	K12.CourseInfo.SCED_COURSE_LEVEL	1	Y	Y
SCED Available Credit or Grade Span	For secondary courses (SCED Subject Areas 1-22), Available Credit identifies the amount of Carnegie unit credit available For non-secondary course (SCED Subject Areas 51-73), Grade Span indicates the grade	Synergy> Course> District Course> Description Tab	k12.courseinfo	Course	SCEDAvailableCredit	N/A	4	Y	Y

	level for which the course is appropriate.								
SCED Sequence	Code to describe the manner in which school systems may "break up" increasingly difficult or more complex information.	Synergy> Course> District Course> Description Tab	k12.cour seinfo	Course	SCEDSequence CoursesInSequence	N/A	3	Y	Y
filler	filler field								
filler	filler field								
VA State Course Code	4-digit valid course code from list of assignment codes (include 2 character prefix of IB or DE)	Synergy> Course> District Course> Description Tab	k12.cour seinfo	Course	StateCourseCode	N/A	6	Y	Y
Local Course Code	Locally defined	Synergy> Course> District Course	k12.cour seinfo	Course	Courseid	N/A	20	Y	Y
Local Course Title	Locally defined	Synergy> Course> District Course	k12.cour seinfo	Course	coursetitle	N/A	50	Y	Y
Semester	The calendar time during the school year that the current course is taken	Synergy>District Course>Course tab>Course Duration				K12.CoursesInfo.Course Duration	1	Y	Y
Minutes Per Course	The time in minutes that the course section teacher is delivering instruction to students for the duration of the course.						5	Y	Y
filler	filler field								
filler	filler field								
filler	filler field								
filler	filler field								
filler	filler field								

D Records - Teachers

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
D Records - Teachers	one record for each teacher that is connected to each section (include all teachers)								
Record Type	Constant D						1	Y	Y
Section Id	A locally defined number that identifies a	Synergy>	K12.Sch	Section	SectionID	N/A	30	Y	Y

	particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section.	Schedule> Section	eduleInfo						
Serving Division	Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students.	Synergy> system>setup > organization> District	k12.districtsetup	District Setup	DistrictNumber	N/A	3	Y	Y
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students.	Synergy> system>setup > organization> School	K.12	School	SchoolCode	N/A	4	Y	Y
Teacher/Administrator License Prefix	Includes the characters preceding the dash on the teacher's license Section E is required if a teacher or teaching entity does not have a valid VA License	Synergy> Staff> Staff >General	k12	staff	TeacherAdmin LicNum	N/A	4	Y	Y
Teacher/Administrator License Number	Includes the numbers after the dash on the teacher's license Section E is required if a teacher or teaching entity does not have a valid VA License	Synergy> Staff> Staff >General	k12	staff	TeacherAdmin LicPrefix	K12.Staff. TEACHER_ADMINISTRATOR_LICENSE_PREFIX	11	Y	Y
Local Provider Id	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this Id	Synergy> Staff> Staff >General	k12	staff	BadgeNum	N/A	20	Y	Y
Teacher Role Code	A code to describe the teachers role in this section.	Synergy> Schedule> Section	K12.ScheduleInfo	Section	ClassRole	K12.STAFF_TYPE	1	Y	Y
Defined Class Type	formerly Assignment Codes Only codes that define the audience or receipt of the instruction can be used here Who is receiving instruction/services not what is being taught Necessary element to determine if the teacher in the section is "Highly Qualified" to teach the section	Synergy> Schedule> Section	K12.ScheduleInfo	Section			4	Y	Y
Highly Qualified Code	A flag to indicate if the teacher meets the federal definition of being "Highly Qualified" in this section. (Federal core subject and Special Education only)	Synergy > Staff >Staff & Synergy> Schedule> Section					1	Y	
Flexibility Criteria Flag	A flag to indicate if the teacher meets the	Synergy >					1	Y	

	federal definition of being "Highly Qualified" in this section by means of the flexibility criteria.	Staff >Staff & Synergy> Schedule> Section							
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E Records – Other Providers

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
E Records - Other Providers	one record for each private provider that provides education services to the student for whom the LEA is responsible								
Record Type	Constant E						1	Y	Y
Local Provider Id	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this Id	Synergy> Course> District Course	k12.cour seinfo	Course	OtherProviderI D	N/A	20	Y	Y
Provider Name	The name of the other provider Must be the name of a specific private school, contracting company or unlicensed individual	Synergy> Course> District Course	k12.cour seinfo	Course	OtherProvider Name	N/A	50	Y	Y
Provider Description	Description of the services provided	Synergy> Course> District Course	k12.cour seinfo	Course	OtherProvider Desc	N/A	1	Y	Y

F Records - Students

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
F Records - Students	one record for each student that is connected to the combination of section & teacher.								
Record Type	Constant F						1	Y	Y
Section Id	A locally defined number that identifies a particular section of a course. When coupled with the division and school create a unique identifier for the section.	Synergy> Schedule> Section	K12.Sch eduleInfo	Section	SectionID	N/A	30	Y	Y
Local Provider Id	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this Id	Synergy > Schedule > Section Synergy> Staff> Staff >General	k12	staff	BadgeNum	N/A	20	Y	Y
State Testing Id	State Testing ID as assigned through EIMS	Synergy> Student> Student	k12	Student	StateStudent Number	N/A	10	Y	Y

Local Student Id	locally defined	Synergy> Student> Student	k12	Student	SisNumber	N/A	12	Y	Y
Final Grade	Locally defined most recent or final grade for the student for this Section Id	Synergy > Course History> Student Course History	k12.cour sehistory infor	student courseh istory	Mark	N/A	3		Y
Virtual Course Indicator	Indicates whether or not the course is taken via virtual means to include online courses, or courses taken via satellite between schools.	Synergy> Schedule> Section > Instructional Strategy	K12.Sch eduleInfo	Section	InstructionalSt rategy	K12.Sche duleInfo.I NSTRUC TIONAL_ STRATEG Y	1	Y	Y
Dual Enrollment Flag	The Dual Enrollment Flag identifies the student who has participated in a course as defined in the Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges during the current school year. The criterion for what is and what is not a dual enrollment course is outlined in Superintendent's Memo INF 073, dated April 1, 2005. Superintendent's Memo INF 073 and the attachment, Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges are available at:	Synergy>Cour se> District Course> Course	k12.Cour selInfo	Course	DualCredit	N/A	1	Y	Y
Work-Based Learning Code (CTE Courses Only)	"Work-based learning is defined as a coordinated, coherent sequence of career-development experiences, based on instructional preparation, related to students' career interests or goals. It involves partnerships with local business/industry and other community organizations; enables students to apply classroom instruction in a real-world business or service-oriented environment; and assists teachers and program leaders in helping students understand the relevance of classroom learning to their present and future development as workers, entrepreneurs, and citizens."	Synergy > Course > CTE Programs	K12.Cou rselInfo	Course	CTELearning Experience	K12.Cours eInfo.CTE Learning Experience	1	Y	Y
Governor's Academy Code	Indicates whether or not the course taken is at a Governor's Academy	Synergy > Course > District Course	K12.Cou rselInfo	Course	GovAcadCod e	K12.Cours eInfo.Gov ernor Academy Code	1	Y	Y

Responsible Division (for regional center use only)	Indicates the responsible division of the student	Synergy>system>setup>organization>District	k12.districtsetup	District Setup	DistrictNumber	N/A	3	Y	Y
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G Records - Administrators

	Description	Synergy SIS Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
G Records - Administrators	One record needed for each Administrator or Pupil Personnel Service Provider								
Record Type	Constant G						1	Y	
Local Provider Id	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this Id	Synergy>Staff>Staff>General	k12	staff	badgenum	N/A	20	Y	
Serving Division	Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students.	Synergy>system>setup>organization>District	k12.districtsetup	District Setup	DistrictNumber	N/A	3	Y	
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students.	Synergy>system>setup>organization>School	K.12	School	SchoolCode	N/A	4	Y	
Teacher/Administrator License Prefix	Includes the characters preceding the dash on the administrator's license	Synergy>Staff>Staff>General	k12	staff	TeacherAdminLicPrefix	K12.Staff.TEACHER_ADMINISTRATOR_LICENSE_PREFIX	4	Y	
Teacher/Administrator License Number	Includes the numbers after the dash on the administrator's license	Synergy>Staff>Staff>General	k12	staff	TeacherAdminLicPrefix	K12.Staff.TEACHER_ADMINISTRATOR_LICENSE_PREFIX	11	Y	
Teacher Role Code	A code to describe the individual's role in this section.	Synergy>Schedule>Section	K12.ScheduleInfo	Section	ClassRole	K12.STAFF_TYPE	1	Y	
VA State Assignment Code	4-digit valid course code from list of assignment codes	Synergy>Course>District					4	Y	

		Course							
Division Administrative Experience	Number of Years Administrative Experience within the Division	Synergy> Staff> Staff >General >	k12	staff	DivisonAdmin Exp	N/A	2	Y	
Virginia Administrative Experience	Number of years of administrative experience within the Commonwealth of Virginia include public and private school experience	Synergy> Staff> Staff >General > Year of	k12	staff	StateAdminExp	N/A	2	Y	
Years Administrative Experience	Number of years administrative experience within education include public, private and out-of-state experiences	Synergy> Staff> Staff >General > Year of	k13	staff	YearsAdminExp	N/A	2	Y	

I Records – Connection Records

	Description	Synergy Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
I Records: Connection Record	Required for CTE and optional for other connected classes; One record is needed for each link between two sections								
Record Type	Constant I						1	Y	Y
Serving Division	Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students.	Synergy> system>setup> organization > District	k12.districtsetup	DistrictSetup	DistrictNumber	N/A	3	Y	Y
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students.	Synergy> system>setup> organization > School	K.12	School	StateSchoolCode	N/A	4	Y	Y
Section ID	A locally defined number that identifies a particular section of a course. When coupled with the division and	Synergy> Staff> Staff >General or Credentials	K12.ScheduleInfo	Section ID		N/A	30	Y	Y

	<p>school, Section ID creates a unique identifier for the section.</p> <p>Section should be the highest level taught during that section. If no sequence, use the section with the most students.</p>								
Connected Section ID	<p>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.</p> <p>The Connected Section should be the lowest level taught during that section. If no sequence, use the section with the least students.</p>	Synergy> Staff> Staff >General or Credentials	K12.ScheduleInfo	Section ID		N/A	30	Y	Y

J Records – Co-op

	Description	Synergy Location	Name Space	BO	Property	Look-up Table	Max Length	FALL	EOY
J Records: Co-op	<p>"A method of instruction that combines career and technical education classroom instruction with directly related paid employment. The school and employer plan and supervise instruction and employment so that each contributes to the student's career objectives and employability."</p> <p>One record is needed per Local Provider overseeing Co-op</p>								
Record Type	Constant J						1	Y	Y
Serving Division	Three-digit state-assigned Division number that	Synergy> system>setup> organization> District	k12.districtsetup	DistrictSetup	DistrictNumber	N/A	3	Y	Y

	identifies the division, center or agency that provided the course to the students.								
Serving School	Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students.	Synergy> system>setup> organization> School	K.12	School	StateSchoolCode	N/A	4	Y	Y
Local Provider ID	Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id) Do not use SSN for this Id	Synergy > Schedule > Section Synergy> Staff> Staff >General	k12	staff	BadgeNum	N/A	20	Y	Y
Number of Students in Co-op Program	Number of Co-op students overseen by the Local Provider during the school year					N/A	2	Y	Y
Minutes of Co-op Period	Average length in Minutes of the Teacher's Co-op Periods	Synergy > Schedule > Section	K12.ScheduleInfo	Section	CoopLearningMins	N/A	2	Y	Y

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