

# 7/15 Open-Year-Round Snapshot Date Guidance

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## Changes 2018-19 school year:

- Templates PROGRAMS FACT and SCHOOL ENROLLMENT have been removed from the 7/15 data submission window.
- New template LOCATION MARKING PERIOD containing first and last day of each school for the school year

## Description:

A new snapshot date was implemented in school year 2017-18 in STARS to allow the collection of data falling outside the normal snapshot dates of 40D, 80D, 120D and EOY.

July 15 (represents the open-year-round snapshot date)

Values:

- Snapshot Date=YYYY-07-15 (e.g. 2018-07-15 is the value for school year 2018-19)
- Semester = 9
- Enrollment Period Number/Marking Period = 906

**Purpose:** To allow the collection of data falling outside our normal snapshot dates of 40D, 80D, 120D & EOY. It's also used as a data transfer mechanism to feed other systems. ETLs (Extract, Transform and Load) have been written which load STARS data into these other systems.

## Goal:

- To have the most up-to-date data transferred from STARS to various systems to meet their data needs. Different systems will require different time period collections. As an example, NMEPIC requires data submission in the Fall and Spring.

## Business Rules:

- Open all year long and will be available the beginning of June for data submission
  - Allows data collection to occur on the first day of school as opposed to waiting until the 40<sup>th</sup> day
  - Accommodates data collection timelines for K-3 Plus and PreK schools
- Its unlike other snapshot date collections, in that the data in the 7/15 snapshot is NOT cumulative, but should reflect the school district's Student Information Systems (SIS) data at the



time of submission; real-time SIS data at that time. Real-time data will be submitted to the 7/15 snapshot date throughout the year.

- Data will be transferred from the 7/15 snapshot date to other systems (NMEPIC, ECOT) and will be used to keep other systems up-to-date. This methodology may require some clean-up in other systems because it can't reflect EVERY change, such as, it doesn't know if a Course Code changed from 0033 to 0034.
- Unlike other snapshot dates, school districts may delete their own 7/15 STARS data in PRODUCTION for these snapshot templates:
  - **Staff Snapshot, Student Snapshot, Course, Course Instructor & Student Course Enrollment (Course Enroll).**
    - Note: **Staff & Student** deletes are not allowed by districts since they do not contain a snapshot date.

## Systems fed by 7/15 snapshot data:

- NMEPIC
  - For scheduling students to take online End-of-Course Exams (EOCs) in the EPIC application
  - Only NMEPIC participating schools and only class rosters with course codes tied to EOCs will be transferred
  - Class rosters are transferred, which identifies the course, teacher and student at a school
- ECOT (Early Childhood Observation Tool)
  - For assessing prekindergarten and kindergarten students
  - Only PreK and Kindergarten students reported in home-room courses codes 0033, 0034, 0035, 0044, 0K3P, 0000 or 2802 will be transferred
  - Class rosters are transferred, which identifies the course, teacher and student at a school

## Templates to submit to 7/15 for ECOT and NMEPIC class roster creation:

STAFF, STAFF SNAPSHOT, STUDENT, STUDENT SNAPSHOT, COURSE, COURSE INSTRUCTOR & COURSE ENROLL

- Ensure any templates that reference a Snapshot Date (including snapshot place-holder fields) contain the values relating to the snapshot date
  - COURSE
    - Field 26, Semester valid values: **9** = 7/15 Open Year Round
  - COURSE INSTRUCTOR
    - Field 17, Semester valid values: **9** = 7/15 Open Year Round
    - Field 18, Class Period valid values:
      - For PreK
        - **AM** (morning); **PM** (afternoon) or **FD** (full-day)

- For K-12
  - **FD** (Full-day; typically for Kindergarten),
    - **SEM** (semester); **TRI** (trimester); **YR** (Year-long); **BLK** (Block Scheduling); **SP** (Self-Paced); **QTR** (Quarter); **PO** (Pull-out)
      - Field 24, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - **COURSE ENROLL**
    - Field 4, Enrollment Period Number valid values: **906** = 7/15 Open Year Round
    - Field 5, Effective Date valid values: **2018-07-15** = 7/15 Open Year Round
    - Field 13, Semester valid values: **9** = 7/15 Open Year Round
    - Field 21, Course Instructor Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - **STAFF SNAPSHOT**
    - Field 50, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - **STUDENT SNAPSHOT**
    - Field 83, Snapshot Date valid values: **2018-07-15** = 7/15 Open Year Round
  - **STAFF**
    - No change
  - **STUDENT**
    - No change

## Template to submit to 7/15 to provide start and end dates of schools for a given school year:

Refer to document [Location Marking Period.docx](#) for detail.

This data collected at a school grain will be used to derive district's start and end dates per year.