

Notes from 2020-08-07 Town Hall Meeting
Back to “Reality” – Setting up SCRIBE for the New School Year

How do you decide which students to enroll at the beginning of the year?

- Have evaluators pass the information to them (the student enrollment forms were imported). Will be as well. Their evaluator is KU
- Each district has a process to verify rosters, usually waiting until after 3rd week of Sept.
- Working with 2 grants, 1 has started school already, 1 is waiting to start.
 - Wait until all data is available and then import the data

How do you decide how long to wait?

- Waiting until the 40 day count. They learned some lessons last time.

Interested in grants who roll students over.

Wyoming does that. When do you check that ?

Rita You - reviews information on a quarterly basis as well

For those that roll over - how do you handle students that do not appear for the year?

Teresa Johnson (Wisconsin) - deletes that students enrollment from the new school year AND exits them from the prior school year.

Andrea (Wyoming) constantly enrolling students. Use exit codes - might be moved or dropped out.

What do you do when you are unable to enter participation because students haven't been enrolled in SCRIBE?

- Required staff to record the data and have it ready to upload into SCRIBE when the student enrollment data is available in SCRIBE.
- Create the services in SCRIBE even if there is a lag for entering the student enrollment data.
 - Creating services ahead of time, is a great way to ensure data doesn't get lost

How many times to you get enrollment from the districts?

- Twice per semester
- High mobility - we get it quarterly
- Trimesterly, at the end of each trimester
- Get information from the school on a continuous ongoing basis and update students ongoing

Is this data entered manually or via import?

- Manually
- Manually with <10 students, and imports with 10+ students

Are the timelines based on the availability of the data, or are they based on your (the grant's) requested timeline?

- We (the grant) set the timelines ourselves.

Quarterly seems to be the common frequency. Trying to find the balance between data collection and data request of the grant.

If you do not have a plan for enrolling students, we encourage you to have a plan for the beginning of the year.,

We recommend importing data (always) - it's easier, faster, and more efficient and reduces errors.