



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

September 18, 2020

**ACTION REQUIRED**  
**October 16, 2020**

TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)

FROM: Dr. Christina M. Kishimoto  
Superintendent

A handwritten signature in blue ink, appearing to be "CK", written over the name "Dr. Christina M. Kishimoto".

SUBJECT: **Vulnerable Student Definition and Identifier**

The adopted Board of Education (BOE) Resolution, dated June 18, 2020, provides guidance of the BOE's expectations for the reopening of public schools. In this resolution, the BOE identified four main priorities for the reopening of schools, one of which is the focus on students who are most vulnerable to school closures and disruptions to learning.

Pursuant to the BOE Resolution, the Office of Strategy, Innovation and Performance (OSIP) will be collecting and reporting monthly data on the BOE's four priorities. The OSIP will be using the data inputted into Infinite Campus (IC) to collect information about vulnerable students. This data will be captured and reported to the BOE at the end of the following month to allow time for compilation and processing.

As defined by the BOE Resolution, students who are the most vulnerable to school closures and disruptions to learning include:

- Students with special needs,
- English Learners,
- Socioeconomically disadvantaged students, and
- Students without access to devices or connectivity.

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In addition, schools may identify a vulnerable student as having challenges in a distance learning setting and requiring ongoing face-to-face instruction.

A new tab has been created in IC to identify the school-determined vulnerable students. Through this tab, the school-level leader and/or designee can identify any student (regardless of demographic subgroups) as being vulnerable to distance learning and require ongoing face-to-face assistance. Schools are requested to complete the data entry no later than **Friday, October 16, 2020**. Attached are the instructions for identifying those school-identified students into IC.

Should you have questions about the Infinite Campus school-determined tab, please contact Darlene Muraoka, Institutional Analyst, School Process and Analysis Branch, at (808) 564-6040 or via email at [darlene.muraoka@k12.hi.us](mailto:darlene.muraoka@k12.hi.us). For all other questions, please contact Jan Fukada, Director, Data Governance and Analysis Branch, at (808) 784-6044 or via email at [jan.fukada@k12.hi.us](mailto:jan.fukada@k12.hi.us).

CMK:jf  
Attachment

c: Office of Information Technology Services  
Data Governance and Analysis Branch

## School Determined Tab

A new tab has been added to Infinite Campus that allows principals to indicate whether they consider a student to be “vulnerable.” The Board of Education has defined vulnerability as:

“This category should include, at a minimum, students with special needs, English learners, homeless students, and students without access to devices or connectivity (commonly students who are socioeconomically disadvantaged or living in the most rural parts of the state). There could very well be students who do not fall into any of these specific categories, but are still among the most vulnerable to school closures and disruptions to learning. Our staff at the School Level are the best ones to make this determination and they should not be limited by pre-existing categories when making this determination.”

This tab should be used to indicate vulnerable students who do not already belong to an existing “high needs” population (i.e., SPED, EL, Low SES, etc.). It is the responsibility of the principal to update this information as the needs of students change. This data in this tab will follow the student when they move to another school, so when a student transfers, the receiving school’s principal should update this information, as a student’s vulnerability may have changed upon enrolling in the new school.

The screenshot shows the Infinite Campus District Edition interface. At the top, there is a green header with the Infinite Campus logo and 'District Edition'. Below the header, there are dropdown menus for 'Year' (set to 20-21) and 'School'. A navigation bar contains tabs for 'Index', 'Search', and 'Approach Ready'. Below the navigation bar, there are search tools and a 'Student' dropdown menu. A grid of tabs is visible, including 'Summary', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', 'HIDOE GPA', 'Transcript', 'Credit Summary', 'Assessment', 'Behavior', 'Transportation', 'Fees', 'Lockers', 'Grad', 'Athletics', 'School Determined', 'Device and Connectivity', 'CRCB Contact Log', and 'For Contact Log'. The 'School Determined' tab is highlighted with a red circle (1). Below the tabs, there are 'Save' and 'Delete All' buttons. A red circle (2) highlights the 'School Determined' form, which has a red border and contains a 'Student Determined Vulnerable' checkbox (checked) and a 'Comments (Optional)' text area. A red circle (3) highlights the 'Save' button, and a red circle (4) highlights the 'School Determined' checkbox.

To access and modify the the fields on this tab, do the following:

1. Query for a student.
2. Go to *Index > Student Information > General*.
3. Click on the tab *School Determined*.
4. If the answer to the question is *Yes*, check the appropriate checkbox. If the answer is *No*, then leave the checkbox blank.
5. If applicable, add any comments/justification used to identify the student as vulnerable.
6. When done, click on the Save button to save the data.
7. If you need to remove ALL the checkboxes, then you may use the Delete All button to accomplish this.