

October 2019 MIS – FAQ

Continuous Activity.

Using the MIS Task Checklist as a guide, completed tasks in October should be marked as completed

October Time line	October Tasks	Where Task is Done	Date Completed
	Save and make backups of the final reports from prior year on local network. EOY, Table 4 Exit, Table 5 Discipline reports	Local Network	
	Resolve any Directory issues, including missing or incorrect program types. Session minutes or days per week missing or in error.	MIS System SPEDPro Directory Updates	
	Review Projected December 1 report	MIS System SPEDPro	
	Address Overlaps	MIS System SPEDPro	
	Update current year exits.	MIS System SPEDPro	
	Update new students for the current year.	MIS System SPEDPro	
	Contact KSDE is submitted settings are unapproved	Email KSDE Data Mgr.	
	Provide KSDE with non-accredited school class times for X0440 schools	Email KSDE Data Mgr.	

1. Finalize Directory Updates

- a. Verify session minutes and building minutes are accurate
 - b. Confirm all sessions are accounted for
 - i. Special education programs
 1. Home, Off-site non-public, after school K time building
 - a. Session minutes mirror the local elementary school.
 - b. After school K time building, class and building minutes = 480
 - i. Grade 1-12 session is present
 - ii. All day KG session is present
 - iii. "All other" preschool session is present
 1. Remove additional program types
 - ii. Preschool sessions align with preschool settings
 1. Setting "B" – at least one of these program session is present
 - a. Head Start
 - b. 4 year old at risk
 - c. All other preschool
 2. Setting "R"
 - a. Integrated preschool session is present
 3. Setting "W"
 - a. Reverse Mainstream preschool session is present
 - iii. Community based preschool
 1. Session minutes mirror the local elementary school.
 2. Head Start or All other preschool session types only
- c. Contact KSDE if settings remain unapproved

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2. Review Current Year reports.

- a. Projected December 1 report
 - i. List of all student served by the LEA on December 1. Are all students accounted for?
 - ii. Check for duplicates. No student should be listed more than once. See FY19 workbook

- b. Overlap report
 - i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
 - ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
 - iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.

Tip – Move in student – Check to see if the same IEP services that were delivered from the prior agency are listed on your current year service lines

If yes, delete the service lines from the other agency

Tip – Move out student – Is the overlap start date days before your exit date? If yes, then your exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.

The Overlap report should not have any students listed through the school year.

Tip – New discovered Exiters from last school year (May exits) are not reported with the first day of school as the exit date.

If a current year student record was entered for a student who exited at the end of last school year or over the summer, the fix is to delete the current year profile from the MIS