September 2018 MIS – FAQ
Closing the prior School year.

Using the MIS Task Checklist as a guide, completed tasks from July and August should be marked by September

Time line	Task	Where Task is Done	Date Completed
July	Promote student active status to Continuing	Local IEP Program	
	Promote student Grade levels	Local IEP Program	
	Promote Buildings PreKG – Elem – Mid. Neighborhood. Attend Resp.	Local IEP Program	
August	Enter Current year providers	MIS System SPEDPro	
	Create Current year calendars	MIS System SPEDPro	
	Discover program types for each building. Provide to board clerk	Meeting w/ admin	
	Complete settings form and submit	MIS System SPEDPro	
	Review Directory Minutes & Program types for the current year	MIS System SPEDPro	
	Match program types to setting codes and investigate mis-matches	MIS System SPEDPro	
	Contact local board clerks of inaccurate session minutes and program types. Corrections are made in the Directory Updates application	Directory Updates w/ Local Board Clerk	
	Enter current year Directory data in local IEP programs	Local IEP Program	
September 1	Initial Submission of current year student population	MIS System SPEDPro	
	Run Unresolved Exit report. Identify students who do not return from prior school year	MIS System SPEDPro	
	Exit inactive students in the prior year.	MIS System SPEDPro	
	Run and resolve Overlap report	MIS System SPEDPro	
	Address Verifications.	MIS System SPEDPro	
	Overlap report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Exit Status report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Unresolved Exit report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Projected End of report has complete population & no (zero) duplicates	MIS Reports SPEDPro	
	Projected OSEP Exit report has complete unduplicated population	MIS Reports SPEDPro	
	Mark ESY = Yes in current records for student attending summer ESY	MIS System SPEDPro	
	Update September IEPs and exits	MIS System SPEDPro	

1. Complete End of Year reports.
    a. Exit status report
        i. List of students with subsequent activity after they exited your agency.
        ii. The report is evidence the exit status reported needs to be changed to "T" – Moved known to be continuing in another Kansas organization.
        iii. This report should not have any students listed at the end of the school year.

    b. Unknown exit report
        i. List of students reported as "T" – Moved known to be continuing in another Kansas organization. – However the student is not found elsewhere.
        ii. Focus of student with exit dates From August 2017 through April 2018
        iii. Check with local KIDS administrator to see if the basis of exit should be different.
        iv. Expect reported Exit codes to change for some students.
        v. Listed students may affect the accuracy of the OSEP Table 4 Exit report.

    c. 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.

  iv. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency

  v. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you 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.

  vi. This report should not have any students listed at the end of the school year.

 d. Projected OSEP Table 4 exit report

  i. List of student who qualify for the OSEP exit report.

   1. IDEA student

   2. Age 14 -21

   3. Last exit of the school year (from any agency)

   4. Has not become active Special Education elsewhere after the exit date (excludes moved students)

  ii. Does the list contain all of the qualified students with the correct basis of exit?

 e. Projected End of Year report

  i. List of all student served by the LEA during the school year. Are all students accounted for?

  ii. Is the report unduplicated? No student should be listed more than once

  iii. Look for students with Active status and services that end before the last day of school. Active student would have services through the last day of school.

  iv. Are exit dates and latest service end dates equal (are the same date)? These dates would always be the same date.

 f. Unresolved Exit report

  i. List of Active Students from prior year, not found in current year

  ii. Are the students' listed actually inactive (exited) students from prior year?

   1. If true, exit the student from the prior year with the exit date being the last day IEP services were delivered. Enter the last day of school for summer exits.

  iii. Are the students listed actually active in the current year, there record was not submitted for current year?

   1. If true, enter the student for the current year and the student should no longer appear on the report.

  ii. This report should not have any students listed at the end of the school year.

Verification reminder – 0207, IEP over 1 year old

The verification measures the last IEP of the school year against today's date. As a result all IEPs with an August date from last school year, will be over 1 year old today when verifying last school years dates. You should expect more and more 0207 as each day passes when checking last year's verifications. These can be ignored.