

October 2021 MIS – FAQ Continuous Activity.

Using the MIS Task Checklist as a guide, tasks finished in October should be recorded with a completion date.

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	
	Complete the Timely and Accurate Results Template for prior school year. Enter results all categories. See the FY2022 MIS Leadership presentation for guidance	Timely and Accurate Results Template	
	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	
	Update the local Directory Chart for all buildings in preparation for FY2023	Local Directory Chart	
	Review Projected December 1 report	MIS System SPEDPro	
	Review Projected End of Year 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 if submitted settings are unapproved	Email KSDE Data Mgr.	
	Provide KSDE with non-accredited school class times for X0440 schools	Email KSDE Data Mgr.	
	Submit August & September IEPs and Exit data to SPEDPro	MIS System SPEDPro	

Security reminder - Do not include or attach Personally Identifiable student Information (PII) in emails sent to KSDE. If a specific student is in question, only refer to the student by their KIDS ID number

Complete the Timely and Accurate Results Template for last school year

- a. Check each row / category of Timely and Accurate reporting by category criteria
- b. List students who meet the category criteria in each tab of the template with related data.
 - i. See FY2022 MIS Leadership presentation for row / category criteria details
- c. Update Timely and Accurate worksheet with points awarded / lost from the Results Template
- d. Save the Timely and Accurate Results Template. In March the worksheet may be requested for local review.

Update the local Directory Chart

- a. Enter current year class schedules and program types by building in the Directory Chart
- b. Keep completed Directory Chart until July
 - i. In July, use the prior year Directory Chart as a starting point to discover current year class schedules and program types by building
 - ii. In early August, Provide the updated Directory Chart to local board clerks for data entry.

Review Current Year reports.

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- 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. Projected End of Year report
 - i. Check for active IDEA students who should be on the December 1 report but are not
 - ii. Filter the report columns and check for missing or invalid data
- 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.
- d. Unclaimed student report
 - i. Confirm all students listed are not to be claimed for Federal or State reporting

Why is it Important?

Responsible school - Child count data is submitted to OSEP by building.

OSEP requires each student be associated to a public elementary, middle or high school. The association is made by the USD and reported as the Accountability school in the student's KIDS Collection records. Students served in State Schools follow the same process of reporting the State school as the Accountability school in the student's KIDS Collection records. Private / parochial students served on an IEP also require the same association to a public elementary, middle or high school for OSEP reporting. For Private / parochial students, the USD can make the association to a public elementary, middle or high school by reporting the public school as the Funding school in the student's KIDS Collection records. A SPED record submitted to KIDS Collection can list the public elementary, middle or high school as the Accountability school for Private / parochial students, and populate the Responsible school in SPEDPro.

Last Tip – Newly 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