October 2018 MIS – FAQ
Continuous Activity.

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

<table>
<thead>
<tr>
<th>Time line</th>
<th>Task</th>
<th>Where Task is Done</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Save and make backups of the final reports from prior year on local network. EOY, Table 4 Exit, Table 5 Discipline reports</td>
<td>Local Network</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resolve any Directory issues, including missing or incorrect program types. Session minutes or days per week missing or in error.</td>
<td>MIS System SPEDPro Directory Updates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review Projected December 1 report</td>
<td>MIS System SPEDPro</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address Overlaps</td>
<td>MIS System SPEDPro</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update current year exits.</td>
<td>MIS System SPEDPro</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update new students for the current year.</td>
<td>MIS System SPEDPro</td>
<td></td>
</tr>
</tbody>
</table>

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.
               i. Grade 1-12 session is present
               ii. All day KG session is present
               iii. “All other” preschool session is present
         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

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. Is the report unduplicated? No student should be listed more than once
   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.
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.
<table>
<thead>
<tr>
<th>Time line</th>
<th>Task</th>
<th>Date Complete</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Update October &amp; November IEPs and exits</td>
<td></td>
<td>Continuous Activity</td>
</tr>
<tr>
<td>Run Overlap report</td>
<td></td>
<td></td>
<td>Resolve Overlaps</td>
</tr>
<tr>
<td>Address Verifications</td>
<td></td>
<td></td>
<td>Resolve Verifications</td>
</tr>
<tr>
<td>Review Preliminary December 1 report</td>
<td></td>
<td></td>
<td>Do Data Quality checks</td>
</tr>
<tr>
<td>Review Gifted Summery report.</td>
<td></td>
<td></td>
<td>Confirm the number of students</td>
</tr>
</tbody>
</table>

### Notify KSDE if current year settings remain unapproved

1. Review Preliminary December 1 report
   a. Verify the number of students
   b. Discover why IDEA students are not listed
      i. Check claiming values
      ii. Check zero days of service
      iii. Check service line dates
   c. Do data quality checks – correct any issue found below
      i. Duplicate records are present.
      ii. Students age 10 and old with Primary disability of DD
      iii. Grade level is blank
      iv. Federal Environment is blank
      v. Setting code is blank or the letter “Z”
      vi. Service code is blank
      vii. Assign child count a X0 or Z0 organization
      viii. Responsible school is blank
      ix. Neighborhood school organization is blank
   d. Analyze and verify service line data in cases when
      i. Federal environment category is not expected for specific student.
      ii. Preschool settings reported for students grade KG or higher