

## November 2017 MIS – FAQ

### Why am I getting this verification and how can I resolve it?

0176 - There is not a KIDS record for this combination of school year and responsible building

Q. Why is this flagging?

A. The responsible school listed on the student's service line is not found in the student's KIDS record.

Q. How do I fix this?

A. Ask the KIDS administrator which elementary, middle or high school is listed in the KIDS Collection record.

1. Select the correct building from the responsible school drop down on the service line(s)
2. Delete the original profile, and then resubmit a new record with the correct responsible school in an import file.
3. If no building is available for selection because no KIDS records have been submitted, the Verification will stand as unresolved until a KIDS Collection record is submitted with an Elementary, middle or high school present.

0207 - IEP is over 1-year-old

Q. Why is this flagging?

A. Based on today's date, the student's current IEP for the student is more than 365 days old in the School year in which the verification check was run.

Q. How do I fix this?

A. If the student is active, enter the student's most recent / next IEP of the school year.

1. On the student's IEP page, select the "New" button. Enter the IEP date and services associated With this IEP
2. Delete the original profile, and then resubmit a new record with all IEP in effect during the school Year in an import file.

B If the student is no longer active

1. Update the student profile with the exit date and basis of exit. Next, align the latest service end Dates to equal the exit date on the profile.
2. Delete the original profile, and then resubmit a new record with the exit date and basis of exit in an import file.

0215 - Annual status is an inactive, blank or does not match to current active status.

Q. Why is this flagging?

A. The first reported active status of the student was saved by the application. The current active status contradicts / is different from the first active status for students who did not exit SPED and return

Q. How do I fix this?

A. If the Current status is in error,

1. Update the student profile by selecting the corresponding Active status from the drop down menu.
2. Delete the original profile, and then resubmit a new record with the correct status in an import File.

A. If the Annual status is in error,

1. This cannot be fixed by a District User role. Subsequent Imports do not change the original Annual status.
2. Contact KSDE with the student ID, USD and the correct value for annual status.

0220 - December 1st service lines have different primary disability, secondary disability, and gifted values

0221 - December 1st service lines have different responsible schools.

Q. Why is this flagging?

## November 2017 MIS – FAQ

### Why am I getting this verification and how can I resolve it?

- A. The service lines by date do not consistently list the same values on all service lines with in the same date range

Q. How do I fix this?

- A. Examine each service to determine which line(s) is inconsistent within the date range
  - 1. Update the student service line(s) by selecting the service line(s) and align all values to be equal.
  - 2. Delete the original profile, and then resubmit a new record with the consistent service line values in an import file.

0144 - Student did not receive services on his/her exit date. Please align end and exit dates.

Q. Why is this flagging?

- B. The latest service line(s) end date(s) are not equal to the exit date on the student profile.

Q. How do I fix this?

- A. Determine which date (profile exit date or latest service line end date) is the last day the student Received IEP support.
  - 1. If the service line end dates are in error, update the student service line(s) by editing the service End date values to equal the profile exit date.
  - 2. If the profile exit dates are in error, update the exit date by editing the student profile to equal the Latest Service line End date(s)

0011 - Days of service are blank, zero, or exceed building maximum or exceed the range between the start and end dates.

Q. Why is this flagging?

- A. If the number of days calculates to zero, a directory sessions or a calendar at the service location for the student's grade level is not found.
- B. If the number of days is greater than zero, then the total number of days of service exceeds the number of days in session per the associated calendar.

Q. How do I fix this?

- A. First, check the student's grade level. An incorrect grade level may be pointing to a wrong session or Calendar. If the grade level is correct, then check the service location's building information to see of the Directory session is accurate
- B. First, go to the service line(s) in edit mode, click on the total days field. The application will recalculate The total days based on the current calendar. Saving this value will resolve the verification.