### November 2018 MIS – FAQ
#### November Activity

<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>Complete</td>
<td>Continuous Activity</td>
</tr>
<tr>
<td></td>
<td>Run Overlap report</td>
<td></td>
<td>Resolve Overlaps</td>
</tr>
<tr>
<td></td>
<td>Address Verifications</td>
<td></td>
<td>Resolve Verifications</td>
</tr>
<tr>
<td></td>
<td>Review Preliminary December 1 report</td>
<td></td>
<td>Do Data Quality checks</td>
</tr>
<tr>
<td></td>
<td>Review Gifted Summary report.</td>
<td></td>
<td>Confirm the number of students</td>
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</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