

November 2018 MIS – FAQ

November Activity

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose
November	Update October & November IEPs and exits		Continuous Activity
	Run Overlap report		Resolve Overlaps
	Address Verifications		Resolve Verifications
	Review Preliminary December 1 report		Do Data Quality checks
	Review Gifted Summary report.		Confirm the number of students

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