

September 2019 MIS – FAQ Closing the prior School year.

Using the MIS Task Checklist as a guide, completed tasks from July and August should be marked by September

Time line	Task	Where Task is Done	Date Completed
September 1	Initial Submission of current year student population	MIS System SPEDPro	
9/1-9/15	Run Unresolved Exit report. Identify students who do not return from prior school year	MIS System SPEDPro	
	Work with local board clerks to correctly complete Directory Update	Directory Application	
	Provider KSDE MIS Data Manager with X0440 building sessions	Directory Application	
9/1-9/15	Exit inactive students in the prior year.	MIS System SPEDPro	
	Run and resolve Overlap report	MIS System SPEDPro	
	Address Verifications.	MIS System SPEDPro	
	Overlap report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Exit Status report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Unresolved Exit report (from prior year) shows no (zero) students listed	MIS Reports SPEDPro	
	Projected End of report has complete population & no (zero) duplicates	MIS Reports SPEDPro	
	Projected OSEP Exit report has complete unduplicated population	MIS Reports SPEDPro	
	Mark ESY = Yes in current records for student attending summer ESY	MIS System SPEDPro	
	Update September IEPs and exits	MIS System SPEDPro	

Verification reminder – 0207, IEP over 1 year old

The verification measures the last IEP of the school year against today's date. As a result all IEPs with an August date from last school year, will be over 1 year old today when verifying last school years dates. You should expect more and more 0207 as each day passes when checking last year's verifications. These can be ignored.

Data Dictionary Review – Status Codes

Reminder – status = status of the student. The status of the IEP is not collected nor is a factor in determining the status of the student.

Annual Status – The student's first active status of the current school year. This status is stored.
Current Status – As determined by student's current activity. Is the student currently active or inactive?

Tip – Each student starts the school year as active. Once the Annual status is determined, then the student can be made inactive.

Tip – Promote student's current year grade level and promote to continuing status prior to initial submission of student records for the new school year.

Tip – Students turning age 3 can only have an active status of N or B. This rule also applies to move in students

Tip – The Exit status report is evidence the student has moved since exiting your agency and the student should be coded as Moved, known to be continuing "T"