November 2019 MIS – FAQ
November Activity

MIS Annual Checklist of Completed Tasks

<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>
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<tr>
<td></td>
<td>Run Overlap report</td>
<td></td>
<td>Resolve Overlaps</td>
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<tr>
<td></td>
<td>Address Verifications</td>
<td></td>
<td>Resolve Verifications</td>
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<tr>
<td></td>
<td>Review Projected December 1 report</td>
<td></td>
<td>Do Data Quality checks. Verify counts</td>
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<tr>
<td></td>
<td>Review Gifted Summery report.</td>
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<td>Confirm the number of students</td>
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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 on Unclaimed Student report
      ii. Check service lines for zero days of service
      iii. Check service line dates
   c. Do data quality checks using projected reports – correct any issue found below
      i. Remove duplicate records are present on the Projected EOY report.
      ii. Address any Students age 10 and old with Primary disability of DD
      iii. Find students with blank Grade level, enter correct grade level
      iv. Find students with blank Federal Environment codes
      v. Find students with blank Setting codes or the letter “Z”
      vi. Find students with blank Service codes
      vii. Find students with Assign child count organization of X0 or Z0. Indication of incorrect responsible school.
      viii. Find students with blank Responsible school.
      ix. Find students with blank Neighborhood school organization.
   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
      iii. Preschoolers with “R” or “W” programs for less than a full session
      iv. Verification 0176 indicates the responsible school is in error.
   e. Analyze and verify student profile data in cases when
      i. Grade level is inconsistent with student’s age
      ii. Public school is listed as neighborhood school for a private / parochial student
      iii. Annual status is continuing and services start after first day of school.