

November 2019 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 Projected December 1 report		Do Data Quality checks. Verify counts
	Review Gifted Summery 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 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.