November 2020 MIS – FAQ
November Activity

November Time line	MIS Annual Checklist of Completed Tasks	Where Task is Done	Purpose	Date Completed
November	Update October & November IEPs and exits	MIS System SPEDPro	Continuous Activity	
	Overlap report – contact other clerks to resolve	MIS System SPEDPro	Resolve Overlaps	
	Run Verifications – correct data	MIS System SPEDPro	Resolve Verifications	
	Review Projected December 1 report	MIS System SPEDPro	Data Quality check Verify counts	
	Update local MIS procedural manual with completed October tasks	Local MIS procedural manual	Document local procedures	
	Update Directory Chart	2021 Directory Chart	Draft document to share with board clerks next year.	

Notify KSDE if current year settings remain unapproved

"Ghost" profiles and how to avoid them –

What is a ghost profile?

Ghost profiles are student records that have been entered or imported into SPEDPro but the user cannot see the profile. These profiles trigger verification 0085 because multiple profiles exist for the student, though the ghost profile is not visible.

What causes ghost profiles?

The issue starts on the Select Organization page. It happens when the Select Organization page has not fully loaded before you click the Go button. You can tell the page is fully loaded when a district is listed in the district dropdown. If there are no values in the district dropdown when the Go button is clicked, creating a new record can result in a ghost profile. Essentially the application does not recognize or associate this record to your organization because it was not loaded before the Go button was clicked. If a profile is created under these conditions, you are not able to retrieve (see) the student record when you subsequently log into the application and the Select Organization page has completely loaded.

How to avoid ghost profiles –

Simply wait a few seconds on the Select Organization page for your organization to appear in the District drop down, then click the Go button after you can read your organization's name and number.

November reminders

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 start and end 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 not the same building in the KIDS record.
   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.

2. Update local MIS procedural manual with completed October tasks
   a. Document any procedural or timeline changes that were completed through October.

3. Update Directory Chart
   a. Document final Directory sessions, program types and session minutes for current year. List correct classroom types for the special education program buildings. Note corrections and updates made the Directory by District. Keep a current year Directory Chart for reference. Create a copy as a draft for next year. Store draft Directory Chart with next years begin year set up items until August when next year's programs become known.