September 2020 MIS – FAQ
Closing the prior School year.

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

EOY Reminder

- September 15, 2020 is the target date for pulling FY2020 data from SPEDPro for the OSEP end of year data submission. Please contact KSDE if assistance is needed completing FY2020 Verification or MIS reports in SPEDPro.

Incomplete data

Verification 0148 flags active students with service line dates ending more than 10 days before the last day of the school calendar. This verification is an indication that either the student has exited or the service line data is completed. Please contact KSDE if assistance is needed to complete the prior school year data.

Directory Updates – Private / Parochial schools

Directory sessions for accredited Private / Parochial schools are entered by the Private / Parochial schools. Directory sessions for non-accredited Private / Parochial schools are entered by KSDE under organization X0440. To complete these updates, the Directory requires the following information for each applicable grade level.
- Starting bell time
- Dismissal Bell time
- Lunch minutes
- Days per week in session

Calendars, settings and providers for both accredited private / parochial schools and non-accredited schools under organization X0440 are entered into SPEDPro by the District Update user role (MIS Clerk).

Verification reminder – 0207, IEP over 1 year old

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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.

Current year active status codes

Reminder from the MIS presentation and Zoom meetings

Due to COVID related changes in FY2020 services, how to report the FY2021 status for students new to special education who moved in, C to B transitions or new referrals after school closed in March was questioned.

The FY2021 active status would be determined based on the conditions of either of these two scenarios

1. Delivery of FY 2020 IEP services after school closure is unknown. Because the IEP was not amended for continuous learning, any services provided were not available for MIS reporting.
   a. These students may be reported as entering, new referral C to B transitions in FY2021 as that would be the known status because FY2020 services are unknown.
2. Students are known to have received IEP support in FY2020 after school closure but these services were not reported in SPEDPro due to choosing option 2 in FY2020.
   a. These students may be reported as Continuing status because these students are known to have received IEP services in the prior school year and are continuing in the subsequent school year.

Note: The active status code reported under scenario 1 or scenario 2 would not trigger verification 0063. This verification does not crosscheck the annual status reported in the prior school year.