

September 2021 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	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	
	Update MIS Procedural manual with procedural changes made in August	MIS Procedural manual	
	Update Directory Chart with information to be used next school year	Directory Chart	

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.

Check prior to school year for verification 0148

Maximum Age

Students age 21 in the FY2021 school year must be exited in FY2021. Two different basis of exit may apply

Students age 21 who have completed transition services, met Graduation requirements & received a diploma,
Exit status = "G", Graduation with diploma

Students age 21 who have completed transition services but have **not** met Graduation requirements,
Exit status = "M", reach Maximum age

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

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- 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

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.

Point losses for Timely and Accurate reporting may result if the following items remain unresolved when the prior year data collection closes on September 15

Reports	Final End of Year reports
Overlap report	Incomplete Data – incomplete records present in the Final End of Year report
Exit status report	Duplicate records present in the Final End of Year report
Unknown Exit report	Discipline incidents without services on incident date
Verification 0224 report	Unresolved Exit report

Verifications -	
0148	Incomplete data

Data Submission	
September 15	Begin year set process has begun and initial current year student population was submitted to SPEDPro by September 15