# September 2023 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 | Work with local board clerks to correctly complete Directory sessions | Directory Application | |
| | Provider KSDE MIS Data Manager with X0440 building sessions | Email to KSDE | |
| | Complete setting / Directory alignment and submit to KSDE for approval | MIS System SPEDPro | |
| By 9/15 | Submit current year student population | MIS System SPEDPro | |
| | Mark ESY = Yes in current records for student attending summer ESY | MIS System SPEDPro | |
| | Document completion dates for Begin Year processes | T & A Results template | |
| By 9/30 | Update MIS Procedural manual with new changes made in September | MIS Procedural manual | |
| | **Closing prior school year** | | |
| Sept 1 | Last day to import prior year records into the MIS | SPEDPro | |
| 9/1-9/15 | Resolve prior year verifications, duplicated and overlapping records | SPEDPro | |
| By 9/15 | Address Omitted Discipline Incident, Exit status, Unresolved exit reports | SPEDPro | |
| By 9/15 | Confirm End of Year report for completeness and accuracy | SPEDPro | |
| By 9/15 | Confirm OSEP Discipline and Exiting reports for accuracy | SPEDPro | |
| | Document Timely and Accurate Results template with occurrences and dates | T & A Results template | |
| By 9/15 | Overlap report (from prior year) shows no (zero) students listed | MIS Reports SPEDPro | |
| By 9/15 | Exit Status report (from prior year) shows no (zero) students listed | MIS Reports SPEDPro | |
| By 9/15 | Unresolved Exit report (from prior year) shows no (zero) students listed | MIS Reports SPEDPro | |
| By 9/15 | Projected End of report has complete population & no (zero) duplicates | MIS Reports SPEDPro | |
| By 9/15 | Projected OSEP Exit report has complete unduplicated population | MIS Reports SPEDPro | |
| By 9/15 | Incidences Omitted from OSEP Table 5 report. No students listed | KIAS / SPEDPro | |

# Priority Tasks - Closing prior school year

### Importing records
Avoid importing new batch records for prior year students as of the first of September. Importing at this late in the collection can introduce new problematic data, inaccurate information, new verifications, reintroduce verifications that were previously corrected and other errors effecting data quality. Time may not allow for these issues to be resolved. Keyboard entry of data to make last minute updates is the more efficient method as the collection nears closing.

### 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 FY2023 school year must be exited in FY2023. 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

Table 4 Exit Population

Confirm the number of students in each exiting category is correct for students age 14-21

Discipline data

Confirm no students are listed on the Incidence Omitted report.

Duplicates and Overlaps

Confirm individual students are listed only once of the projected End of Year report.
Confirm no students are listed on the Overlap report.

Claiming Values

Confirm no student are mistakenly listed on the Unclaimed student report.

Verifications

Confirm no verifications related to service lines are unresolved.

Exit status

Confirm no students are listed on the Exit status report.

Unresolved Exit report

Confirm no students are listed on the Unresolved Exit report after initial submission of current year students.

Verification 0224 report

Confirm accuracy of December 1 responsible school
Confirm accuracy of December 1 disability
Confirm consistency of student's Private / parochial or public-school status on December 1

## 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).

## Timely and Accurate results

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. Track activity in the Timely and Accurate Results template

| 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 omitted from the OSEP Table 5 Incident report |
| Verification 0224 report | Unresolved Exit report |

| Verifications | |
|---|---|
| 0004, 0007, 0008, 0011, 0012, 0014, 0035, 0036, 0039, 0041, 0042, 0044, 0045, 0047, 0058, 0068, 0070, 0072, 0075, 0077, 0123, 0124, 0146, 0147, 0148, 0176, 0198, 0199, 0212, 0214, 0224 | Unresolved verifications |
| 0148 | Incomplete data |

# September 2023 MIS – FAQ

| Data Submission | |
|---|---|
| September 15 | KIAS submissions for Indicators 11, 12, 13 |
| September 15 | Begin year set process has begun and initial current year student population was submitted to SPEDPro by September 15 |

Timely and Accurate Results template - Finalize template for the past school year.

Timely and Accurate Results template - Begin new template for the current school year.
1. Update template with completion dates for submission of current school year
    a. Settings
    b. Calendars
    c. Providers
    d. Student population - current year

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. Verification 0207 can be ignored for active students with services ending on the last day of school.

Importing reminder - Approved settings are not required to complete the Import process. Adding current year providers and setting approval can be completed after records are imported. A District level calendar would be needed to calculate total days of service prior to importing, but a missing calendar does not prevent records from importing. If records are imported without a calendar present, then each service line will need updating or reimporting the student after the calendar is present will result in the calculation of total days of service.

Manual / keyboard entry - Calendars, approved settings and providers are required to create and save service line data. Student profiles can be created and saved without calendars, approved settings and providers, service lines cannot.