

November 2024 MIS – FAQ

November Activity

Using the MIS Task Checklist as a guide, tasks finished in November should be recorded with a completion date.

Closing prior Year

November Timeline	MIS Annual Checklist of Completed Tasks	Where Task is Done	Purpose	Date Completed
11/1 – 11/14	Resolve remaining verification, duplicates, overlaps, completeness, Unresolved exits, etc. Confirm discipline & exiting data accuracy	MIS System SPEDPro	Prepare for data finalization	
After 11/15	<u>Final reports, prior school year.</u> > Download from SPEDPro. Save on local network. Final - End of Year, Table 4 Exit, Table 5 Discipline reports	From SPEDPro To Local Network	Archive final reports	

Current year activity

November Timeline	MIS Annual Checklist of Completed Tasks	Where Task is Done	Purpose	Date Completed
	Update October & November IEPs and exits	MIS System SPEDPro	Continuous Activity	
	Overlap report – contact other clerks to resolve	MIS System SPEDPro	Continuous Activity	
	Run Verifications – correct data	MIS System SPEDPro	Resolve Verifications	
	Review Projected December 1 report – save copy Review Projected End of Year report – save copy	MIS System SPEDPro	Data Quality check Verify counts	
	Update local MIS procedural manual with completed October & November tasks	Local MIS procedural manual	Document local procedures	
	Discover Disciplinary removals resulting in Out-of-School service locations over December 1	Request local data	Assure correct service location on December 1	

Priority Tasks - Closing prior school year

Analyzing MIS reports is essential for assuring reliable and complete data for the school year. Using the report tools in the MIS to find discrepancies and making corrections based on these discrepancies, is key to assuring timely and accurate reporting and avoiding point deductions on the Indicator score sheet.

Incomplete data

Verification 0148 flags active students with service line dates ending 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 FY2024 school year must be exited in FY2024. 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

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Table 4 Exit Population

- i. Student who qualifies for the OSEP exit report.
 - a. IDEA student
 - b. In Special Education at the beginning of the school year (July 1)
 - c. December 1 Age = 14 - 21
 - d. Last exit of the school year (from the agency providing the last services)
- ii. Exclusions to the OSEP Exit report.
 - a. Student became active in Special Education elsewhere after the exit date (excludes moved students)
 - b. Gifted only students.
 - c. Students starting in Special Education after July 1
 - d. Unclaimed students
- iii. Note: OSEP age is calculated on the child count date (December 1)
 - a. Exit dates on or after the current year count date (Dec. 1 – June 30)
 - i. Age is calculated on the current year count date (December 1)
 - ii. Exit dates prior to the current year count date (July 1 – Nov. 30)
 - b. Age is calculated on the prior year count date (December 1)
 - i. A student may be excluded if the calculated age is 13.
- iv. Local check - Does the list contain all the qualified students with the correct basis of exit?

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

1. Projected End of Year report. Goal – no duplicate reports, all students with complete data.

- b. List of all students served by the LEA during the school year. Are all students accounted for?
 - i. Is the report unduplicated? No student should be listed more than once.
 - 1. FY2019 MIS workshop handbook shows how to find and remove duplicate records.

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- ii. Incomplete data - Find and correct students with Active status and services that end before the last day of school. Active student would have services through the last day of school.
 - iii. Find and correct unequal exit dates and latest service end dates. These dates would always be the same date.
 - iv. Compare the Transportation indicator (yes / no) to all services data.
 - 1. ST service and No in the transportation indicator, requires profile correction.
 - 1. Yes, in the transportation indicator and ST Service is not present may require an additional service line to be added.
 - ii. Exit code of "S" and a disability is present, will likely require correction.
 - iii. Students with DD disability over the age of 10 will require correction.
 - iv. Missing / null values present in columns with expected values.
 - 1. Grade level – will require correction.
 - 2. Neighborhood and Responsible schools.
 - v. Setting value "Z" is present in the all settings column will require correction
 - vi. Age on June 30 is not 3-21 – will require correction.
2. Overlap report. Goal – No students listed on the report.
- a. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
 - b. To resolve overlaps, modify service start and / or exit dates to remove overlaps.
 - c. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
 - d. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency.
 - e. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.
 - vii. This report should have no students listed by November 15
3. Exit status report. Goal- no students listed on the report.
- a. List of students with subsequent activity after they exited your agency.
 - b. The report is evidence the exit status reported needs to be changed to "T" – Moved known to be continuing in another Kansas organization.
 - i. This report should have no students listed by November 15
4. Unknown exit report.
- a. List of students reported as "T" – Moved known to be continuing in another Kansas organization. – However, the student is not found elsewhere.
 - b. Focus of student with exit dates From August through April
 - c. Check with local KIDS administrator to see if the basis of exit should be different.
 - d. Expect reported Exit codes to change for some students.
 - e. Listed students may affect the accuracy of the OSEP Table 4 Exit report.
 - i. This report should have no students listed by November 15

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Reminder – Per OSEP requirements, the Exiting data is only applicable to the July 1 – June 30 time frame. Thus, a records request for students enrolling in the current school year are not applicable to exits from earlier in the prior school year. A student must continue elsewhere in a General education or Special Education program in the same school year they exited the prior organization. Enrollment before June 30 is required. For example: Student X drops out of USD 123 in March. USD 123 receives a records request for student X who enrolled in USD 789 in August. The correct status for student X is dropout for the prior school year.

5. IDEA Discipline Validation Report. Goal – no students listed on this report.
 - a. Students without an area of disability on the incident date will require correction.
 - b. Students not claimed in the MIS for state or federal funding.
 - c. Students without an IEP services on the incident date will require correction.
 - i. Inaccurate disability and service date is corrected in the MIS.
 - ii. Inaccurate disciplinary incidences are corrected in KIAS.
 1. This report should have no students listed by November 15
6. Table 5 discipline Report –
 - a. Compare out of school suspensions and expulsions of more than 10 days to the MIS service lines.
 - i. Setting “U” would be present for student served in alternative locations during long term out of school suspensions or expulsions. Missing “U” settings will require correction on service lines.
7. Projected OSEP Table 4 exit report
 - a. List of students who qualify for the OSEP exit report.
 - i. IDEA students
 - ii. Age 14 -21
 - iii. Claimed in SPEDPro
 - iv. Public School student
 - v. Last exit of the school year (from any agency)
 - vi. Has not become active SPED elsewhere after the exit date (excludes moved students)
 - vii. Student was in Special Education at the beginning of the school year (July 1)
 - viii. Does the list contain all the qualified students with the correct basis of exit
8. Timely and Accurate Results Template - Update Template listing students with
 - a. Verification 0148, 0176, 0203, 0210, 0224.
 - b. Student with Incomplete data
 - c. Unresolved Exits and Incorrect Exit status
 - d. KGRS FTE, April to June payment
 - e. Unresolved IDEA Discipline Validation report listings.

Importing records

Avoid importing new batch records for prior year students as of the first of November. 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.

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Why is it Important?

Gifted students who Exit Part B / IDEA services

Under the Individuals with Disabilities Education Act (IDEA), exit data is required for all student who are no longer identified as a student with a disability. This includes students who exit IDEA services and continue to receive Gifted services or begin Gifted services after exiting IDEA.

This process is addressed In this Data Dictionary under the section “Gifted students with a disability who exit Part B services”.

Essentially any student with a disability who ends IDEA services is to be reported with an exit date and inactive status, in the school year IDEA services ended. There are two scenarios that may apply

1. The student begins the school year identified with a Disability and Giftedness on the same IEP. The IDEA services end but the Gifted services continue. An exit data and inactive status is reported listing the last date IDEA services were provided as the Exit date.
2. The student begins the school year identified with a Disability. The IDEA services end and an exit data and inactive status is reported listing the last date IDEA services were provided as the Exit date. Later in the same school year, the student is identified as Gifted. A new IEP and Gifted services are entered. The exit date and Inactive status is not changed or removed. A Gap in service may occur and would be confirmed by marking the Allow Gap Indicator on the IEP.

If these steps are completed correctly, verification 0018 will display confirming the student data was entered accurately.