December 2025 MIS – FAQ
December 1 Preparation
MIS Annual Checklist of Completed Tasks

Time line	Task	Date Complete	Purpose Data Quality checks
December	Update November & December IEPs and exits		Continuous Activity
	Review Projected December 1, Gifted summery and EOY reports for accuracy		Check for missing data, inaccuracies, unexpected values listed in report columns
	Compare Projected December 1 and Gifted Summery populations to populations in the local IEP application		Confirm the number of students is accurate
	Address / Resolve Verifications		Correct data that excludes students from the count
	Run the Projected EOY report to find active students with services ending prior to December 1		Discover possible exits or students with current IEP not reported. Use the projected End of Year report.
	Run Overlap report, resolve service dates		Resolve Overlaps
	Confirm exits prior to December 1		Avoid possible 0210 verifications
	Run Unclaimed Student report		Verify claiming value for all students
	Check for students with missing grade levels		Use the projected End of Year report.
	Inquire about out-of-school suspensions / expulsions covering December 1.		Verify correct service location and "U" settings
	Complete Timely and Accurate results template for FY2024		Document Points awarded and Points deducted.

Questions on students listed on a MIS report?
Contact SPEDPro help desk, 785-296-4945

Review your current year data:

Projected December 1 report

1. Total Population.
   Confirm the number of IDEA students is accurate.
   a. Crosscheck the number of active students to your local IEP program
   b. Look for inactive students in one system but not the other
   c. Look for active students in one system but not the other
2. Check for data accuracy
   a. See November 2019 FAQ for specific data discrepancies
3. Remove duplicate records
   a. Use the duplicate search process from the FY 2019 MIS workshop notebook, pages 16-18
4. Update incorrect grade levels
   a. Filter Projected EOY report on grade level
   b. Cross check grade level and age. Look for preschool grade over age 5. Check for school age students with preschool grade levels.
5. Out-of-school suspensions / expulsions
   a. Check the service location and settings for student who are subject to out-of-school suspensions / expulsions intersecting the December 1 date.

Projected end of year report
   Review details to discover why student is excluded from the December 1 report.
   Check each column of data for missing or invalid values.
   Find active students with services ending prior to December – 1.

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Gifted Summery report
1. <u>Total Population</u>
   Confirm the number of Gifted students is accurate.
   a. Crosscheck the number of active students to your local IEP program
   b. Look for exits in one system but not the other
   c. Look for active students in one system but not the other

Exclusions to the December 1 report.

   Students not listed on the Projected Dec. 1 report may be expected for the following reasons:
   a. Inactive students with services ending before December 1
   b. Active students with services beginning after December 1
   c. Students with a Gap in service over the December 1 date.
   d. Gifted only students, should be on the Gifted Summery report
   e. Students not Claimed. Check claiming value and Unclaimed Student report.
   f. Incomplete data - Active students with services ending in August – November
   Confirm the data accuracy using the Projected End of Year report.

Unclaimed student report

   1. <u>Claiming value – means claiming in SPEDPro (unrelated to claiming in KIDS Collection)</u>
      Does the student on the list have the correct claiming value on the student profile?
      a. A blank value means **No** was selected. Student is not being claimed for federal child counts.
      b. If **Yes** is the correct value. The profile needs to be updated
         Select the student profile in EDIT mode. Click the Claiming drop down menu, choose YES.
         Click the save button

Overlap report
The overlap report should be blank with no students listed throughout the school year.

   1. <u>Students with overlapping service line dates will be listed on the report</u>
      Check the Current Status of the student
      a. <u>Did the student exit your agency?</u> If yes, then the latest service end date is likely long.
         i. To resolve the overlap, shorten the service line end dates to the day before the reported start date from the overlapping agency. Enter the new date as the new exit date on the student profile
      b. <u>Did the student enter your agency?</u> If yes, then contact the MIS clerk from the overlapping agency and request they shorten the service line end dates to the day before the student started in your agency.
      c. <u>Does the report only list single Overlap ACC?</u> If yes,
         i. then the overlap may present because services from the first IEP of the school year were not ended prior to the start of services on the subsequent IEP.
            1. To resolve the overlap, use the Truncate Service Line tool in SPEDPro to end all service lines on the day before the subsequent services start on the new IEP.
            2. If some service lines ended before the overlapping dates, use the Extend Service line tool in SPEDPro to target and change only overlapping dates.
         ii. then the overlap may present because the student has multiple profiles present.
            1. To resolve the overlap, delete all but one student profile.
      d. <u>Does the report list member districts of my Coop or Interlocal as the Overlap ACC?</u> If yes, then the overlap is present because the student has multiple profiles present.
         i. To resolve the overlap, delete all but one student profile.

Support materials

Support and guidance documents are posted on the MIS and Student data page at www.ksde.org. Materials focused on the December 1 data include:

MIS - Ready for December 1 webinar
Index of MIS Support Documents
Data Quality Checks–December 1 Data FAQ January 2019
Reports-December 1-What To Do With Them? FAQ December 2018
Reports-December 1-Which reports help manage my data? FAQ January 2018

Why is it Important?

Disciplinary removals intersecting December 1

IDEA students subject to out-of-school suspensions, expulsions and removals to Interim Alternative Educational Settings receive their IEP support in locations outside of school beginning on the 11th day of removal.

SPEDPro reporting requires services to be reported in the location where the services are delivered. For students receiving services in locations outside of school due to a disciplinary removal, these services are reported under the "U" setting in the off-campus attendance building. For students receiving services home due to a disciplinary removal, these services are reported under the "U" setting in the "home" attendance building.

Note: Homebound settings are not applicable to students under out of school suspension or expulsion. Reporting suspended or expelled students as Homebound will result in a point loss (category 17) for inaccurate reporting of service setting.

The Final OSEP table 5 Disciplinary Incident report will be used to measure accurate reporting for students subject to out-of-school suspensions, expulsions, and removals to Interim Alternative Educational Settings on December 1