

MSIS

Student Monthly Report List

- *Student: Monthly Attendance Pre-Approved Report*

This report should be run when a school has a successful file. The report is run from the holding area where all student data sits until the district has been approved. The data on this report should be checked before approving the school for the reporting month.

- *Student: Monthly Attendance Post-Approved Report*

The report is run from the permanent area. The report looks the same as the Pre-Approved report. The User must select the Reporting Period and School Year when generating this report. The attendance data will be aggregated to the district level when run for all schools in the district.

- *Student: Holding Area Absences Report*

This report lists the MSIS ID, student name, SSN, grade, birth date, each day the student was absent, and whether the absence was excused or unexcused. The report is sorted by grade, by student name. This report is run against the Holding Area so that you can see the absences that you are reporting for a reporting month before you approve the month. This allows you to verify the data before approving the school for the reporting month.

- *Student: Student Roster Holding Area Report*

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in on the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

- *Student: Student Transfer FROM Report*

The Student Transfer FROM Report is a monthly report that lists the students that transferred from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district during the time range specified for the report. The report is sorted by transfer from district number, then by transfer from school number, and then by student last name.

- *Student: Student Transfer TO Report*

The Student Transfer TO Report is a monthly report that lists the students that transferred into one district from another district or into one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who entered into your school or district during the time range specified for the report. The report is sorted by transfer into district number, then by transfer into school number, and then by student last name.

- *Student: Student Release FROM Report*

The Student Release FROM Report is a monthly report that lists the students that were released from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district and the new district/school has not completed the transfer. The report is sorted by transfer from district number, then by transfer from school number, and then by MSIS ID.

- *Student: Student Release TO Report*

The Student Release TO Report is a monthly report that lists the students that were released to one district from another district or to one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who have been released to your school or district and your district/school has not completed the transfer. The report is sorted by transfer to district number, then by transfer to school number, and then by MSIS ID.