MSIS ANNUAL DATA REPORTING CALENDAR

JANUARY

Due Date	Item	Submission Method	Notes
17th	Month 4 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
17th	Month 4 Monthly Student Data File	Send file (MSD) Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	**Reports to run before approving your monthly district data:** Monthly Attendance Pre-Approved Student Release To Student Transfer To Student Roster Holding Area Student Roster Entrance Student Roster Ownership Holding Area Student Indicators Holding Area Absences Holding Area Student Schedule Holding Area Carnegie Unit with No Credit Holding Area Vocational Student Indicators Holding Area Student Entries Holding Area Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule **Reports to run after approving your monthly district data:** Monthly Attendance Post-Approved Student Release From Student Transfer From Student Roster Entrance Student Roster Ownership Student Indicators Unexcused Absences Five or More Absences Gifted Students Carnegie Unit with No Credit
Daily/	Student Discipline and Incident Reports	Send file (DSD)/(MSD) Validate Validate	***Persistently Dangerous School Category Reports are due in 72 hours.** All other applicable reports are due the 17th of the month from October-June. Student Discipline Report Discipline Incident Summary Report
17th	Incoming Kindergarten Students	Incoming Kindergarten Data Entry Validate	This is for grade 64 students only with an entry code of E1, E5 or E6 Incoming Kindergarten Report
31st	MSIS Security Listing Report	Security - Assign District//School Users Data Entry Validate	Run MSIS Security Listing Report. Remove MSIS access for all employees that no longer work in your district/school. MSIS Security Listing Report