MSIS ANNUAL DATA REPORTING CALENDAR

JUNE

Due Date	Item	Submission Method	Notes
10 days after students' last day	Month 9 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.
10 days after students' last day	Month 9 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 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** **Graduation/Completers (Counts by District and Detail Listing)**
10 days after students last day	Monthly Student Historical File	Send file (MSH) Validate	This file contains information such as birth certificate number, immunization compliance date, all courses taken by student, all schools attended by student, etc. Student Transcript Report
Daily/10th	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 10th of the month from October-June. Student Discipline Report Discipline Incident Summary Report
10th	Incoming Kindergarten Students	Incoming Kindergarten Data Entry Validate	This screen is for grade 64 students only with an entry code of E1, E5 or E6. **Last Chance** to enter information for this school year. Incoming Kindergarten Report
30th	Summer Program Report	Data Entry	Required if providing summer programs / summer school
28th	Year End Transfers	Year-End Student School Transfers Data Entry	This screen allows the transfer of an entire or partial grade level of students from one school to another school within the same district where the student's promote indicator is set to 'Y'. Any new schools should be created before using this screen and no schools should be made inactive until this screen is used to transfer students. **Last Day to use the screen for this school year.**
28th	Graduation Option	Graduation Option Data Entry Validate	This screen lists graduates with a traditional diploma and the option(s) that was utilized for the student to graduate. Last day to use the screen for this school year. Graduation Option Report
30th	MSIS Access		**Access to MSIS is removed at 12 noon on June 30th**