# MSIS ANNUAL DATA REPORTING CALENDAR

### APRIL

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 7 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 <sup>th</sup>	Month 7 Monthly Student Data File	Send file (MSD) Validate	Reports to run before approving your monthly district data:   Monthly Attendance Pre-Approved   Student Release To   Student Roster Holding Area   Student Roster Holding Area   Student Roster Ownership   Holding Area Student Indicators   Holding Area Student Indicators   Holding Area Student Indicators   Holding Area Student Schedule   Holding Area Carnegie Unit with No Credit   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Schedule   Reports to run after approving your monthly district data:   Monthly Attendance Post-Approved   Student Release From   Student Release From   Student Roster Entrance   Student Roster Ownership   Student Roster Ownership   Student Roster Ownership   Student Roster Ownership   Student Indicators   Unexcused Absences
Daily/10 <sup>th</sup>	Student Discipline and Incident Reports	Validate Validate Validate Send file (DSD)/(MSD)	Five or More Absences Gifted Students Carnegie Unit with No Credit *Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10 <sup>th</sup> of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
10 <sup>th</sup>	Incoming Kindergarten Students	Incoming Kindergarten Data Entry	This is for grade 64 students only with an entry code of E1, E5 or E6
		Validate	Incoming Kindergarten Report

# MSIS ANNUAL DATA REPORTING CALENDAR

### MAY

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 8 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 <sup>th</sup>	Month 8 Monthly Student Data File	Send file (MSD) 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 Student Indicators   Holding Area Student Schedule   Holding Area Carnegie Unit with No Credit   Holding Area Vocational Student Indicators   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Schedule   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Schedule   Holding Area Student Schedule   Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10 <sup>th</sup>	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 10 <sup>th</sup> of the month from October-June. Student Discipline Report Discipline Incident Summary Report
10 <sup>th</sup>	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
30 <sup>th</sup>	Next School Year's Calendar Due	Data Entry	District Event Calendar Report

# 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	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 Student Schedule   Holding Area Student Schedule   Holding Area Vocational Student Indicators   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Schedule   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Entries   Holding Area Student Schedule   Reports to run after approving your monthly district data:   Monthly Attendance Post-Approved   Student Release From   Student Release From   Student Roster Entrance   Student Roster Entrance
10 days after students last day	Monthly Student Historical File	Validate Validate Validate Validate Validate Validate Send file (MSH)	Student Indicators Unexcused Absences Five or More Absences Gifted Students Carnegie Unit with No Credit Graduation/Completers (Counts by District and Detail Listing) This file contains information such as birth certificate number, immunization compliance date, all courses taken by student, all schools attended by student, etc.
		Validate	Student Transcript Report
Daily/10 <sup>th</sup>	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 10 <sup>th</sup> of the month from October-June. Student Discipline Report Discipline Incident Summary Report
10 <sup>th</sup>	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.
45.		Data Entry	Incoming Kindergarten Report
15 <sup>th</sup>	Summer Program Report	_	Required if providing summer programs / summer school
28 <sup>th</sup>	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.
28 <sup>th</sup>	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