MSIS ANNUAL DATA REPORTING CALENDAR

SEPTEMBER

Due Date	Item	Submission Method	Notes
2nd Monday	Summer School Files	Send file (SSD)	Required if students attended summer school Files must be sent prior to Month 1 submission for the new school year.
30th	Initial Student Load Files	Send file (ISL) Validate Validate	Students who are under the age of 7 by September 1st and do not already have MSIS IDs – due by 12:00 p.m. Initial MSIS ID Transaction File (ISL) Initial Load Duplicate Student Report
30th	Graduates, Completers and Promotions	Send file (MSD) Validate	For all students, must be submitted prior to submission of MSIS Month 1 Files Graduate/Completers Report (Detail & Counts)
30th	MSIS IDs and Ownership	Release/Transfer Data Entry Validate	Must be complete prior to submission of MSIS Month 1 Files Student Release To Report
30th	Personnel Data	Send file Data Entry Validate	Upload PERS file General Schedule Entry Module Deadline for District Personnel Approval. Accreditation Edits Report. MAEP Edit Reports.