AUGUST

Due Date	Item	Submission Method	Notes
31 st	Good Cause Exemption	Good Cause Exemption Data Entry	Only displays 3 rd grade promoted students. Enter which students were promoted because of good cause exemption.
		Validate	Good Cause Exemption Report
31 st	MSIS Security Listing Report	Security - Assign District//School Users Data Entry	Run MSIS Security Listing Report. Remove MSIS access for all employees that no longer work in your district/school.
		Validate	MSIS Security Listing Report

SEPTEMBER

Due Date	Item	Submission Method	Notes
10 th	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.
30 th	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
30 th	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)
30 th	MSIS IDs and Ownership	Release/Transfer Data Entry Validate	Must be complete prior to submission of MSIS Month 1 Files Student Release To Report
30 th	Personnel Data	Send file Data Entry Validate	Upload PERS file General Schedule Entry Module - Updates Deadline for District Personnel Approval.

OCTOBER

Due Date	ltem	Submission Method	Notes
1 st	Personnel Data	View Teacher Certification	Teachers can make updates to their license until Oct 1_{st}
10 th	Month 1 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 th	Month 1 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	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
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/ (MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10 th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
15 th	Financial Data	Send file (FETS)	Last Day to Approve Financial Data. <u>FETS-instructions-with-screen-captions</u> <u>FETS-Frequently Asked Questions</u> <u>FETS Information</u>
27 th	Summer Activity Deadline	Summer Activity Data Entry	Students who were in attendance last year (Month 9) but did not return this school year (Month 1). Due by 12:00 pm
		Validate	Summer Activity Report
	Personnel Data	Send file	General Schedule Entry Module -
30 th		1	-
30 th			Updates District Personnel Approval.
30 th			Updates District Personnel Approval. Accreditation Edits Report.

NOVEMBER

Due Date	Item	Submission Method	Notes
10 th	Month 2 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 th	Month 2 Monthly Student Data File	Send file (MSD) 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
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*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
		Validate Validate	Discipline Incident Summary Report
10 th	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
30 th	Personnel Data	Send file Data Entry	General Schedule Entry Module - Updates District Personnel Approval. Accreditation Edits Report. MAEP Edit Reports.

DECEMBER

Due Date	Item	Submission Method	Notes
6th	Finalize Personnel Data	Send file	District Personnel Approval. Accreditation Edits Report.
			MAEP Edit Reports.
			Access to Personnel is removed at 12 noon.
6 th	Month 3 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.
6 th	Month 3 Monthly Student Data File	Send file (MSD)	
		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 Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
6th	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

JANUARY

Due Date	Item	Submission Method	Notes
17 th	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.
17 th	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	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 Student Schedule Holding Area Vocational Student Indicators Holding Area Student Entries Holding Area Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/17th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
17 th	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

FEBRUARY

Due	Item	Submission Method	Notes
Date			
10 th	Month 5 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 th	Month 5 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	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 Incidents/Disposition Holding Area Student Schedule Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
10 th	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

MARCH

Due Date	Item	Submission Method	Notes
10 th	Month 6 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 th	Month 6 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 Holding Area 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 Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10 th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
10 th	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

APRIL

Due Date	Item	Submission Method	Notes
10 th	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 th	Month 7 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	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 Holding Area Student Roster Ownership Holding Area Student Indicators Holding Area Absences Holding Area Student Schedule Holding Area Student Schedule Holding Area Vocational Student Indicators Holding Area Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10 th of the month from October-June.
		Validate Validate	Student Discipline Report Discipline Incident Summary Report
10 th	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

Due Date	Item	Submission Method	Notes
10 th	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 th	Month 8 Monthly Student Data File	Send file (MSD)	
		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 Student Entries Holding Area Student Entries Holding Area Withdrawals Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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/10th	Student Discipline and Incident Reports	Send file (DSD)/(MSD)	*Persistently Dangerous School Category Reports are due in 72 hours. All other applicable reports are due the 10th of the month from October-June.
		Validate	Student Discipline Report Discipline Incident Summary Report
10 th	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
30 th	Next School Year's Calendar Due	Data Entry	District Event Calendar Report

JUNE

Due Date	ltem	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.
		Send file (MSD)	
10 days after students' last day	Month 9 Monthly Student Data File	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 Student Entries Holding Area Withdrawals Holding Area Incidents/Disposition Holding Area Student Schedule
		Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	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)	This file contains information such as birth certificate number, immunization compliance date, all courses taken by student, all schools attended by student, etc.
uuy		Validate	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
10 th	Incoming Kindergarten Students	Incoming Kindergarten Data Entry	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.
		Validate	Incoming Kindergarten Report
20th	Summer Dreaters Desert	Data Entry	
30 th 28 th	Summer Program Report Year End Transfers	Year-End Student School Transfers Data Entry	Required if providing summer programs / summer school 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 th	Graduation Option	Graduation Option Data Entry	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
		Validate	
30 th	Teacher Absence Information	Data Entry	Effective 2022-2023 School Year the Teacher Absence is OPTIONAL for reporting
30 th	MSIS Access		Access to MSIS is removed at 12 noon on June 30th