

To: Business Managers
Date: May 10, 2023
Re: Reporting Dates for FY2023-2024

The reports listed below are due to the Mississippi Department of Education for the FY2023-2024 school year by the dates specified:

Report Due Date	Description of Report
10th of each month - except the 6th for December and the 13th for January	Monthly Attendance Summary Report
August 15, 2023	FY2024 Original Budget Reports (Combined and Combining - Signed)
October 01, 2023	Personnel Accrediation Data Report All personnel data should be entered into MSIS
October 15, 2023	FY2023 Amended Budget (Combined and Combining - Signed) FETS Data Revenue Verification Form Fund Balance Report Cash Flow Report National Board Personnel Certification entered into MSIS
December 06, 2023 no later than 12:00noon	Personnel Accrediation Data Report All updates and corrections to personnel data should be entered into MSIS
February 15, 2024	National Board Personnel Certification entered into MSIS
Report within 72 hours (see the Incidents and Dispositions Reportable to MSIS Manual)	Student Discipline and Incidents Reports
10th of each calendar month - October through June	All other discipline and incident reports

Pursuant to State Board Policy Part 3, Ch. 48, Rule 48.4, “The State Superintendent of Education may withhold payment of MAEP funds to a school district which fails to submit any reports containing student, fiscal and personnel data necessary to meet state and/or federal requirements on or before the required due dates of the report.”

In addition to the above listed reports, the State Superintendent of Education may designate other reports that are subject to withholding of MAEP funds if the reports are not submitted within the requested time frame. Notice of other reports being subject to withholding of MAEP funds must be given at the time of the request of the reports.