



DATA QUALITY DASHBOARD: ATTENDANCE

Business Rule	Error/Warning	Tab Name	Description	Resolution
Enrollment Check	Error	Enrollment	Attendance is being reported for a student that is not enrolled.	Verify the date of attendance falls within the timeframe of the student's enrollment. Verify the student is enrolled in the school for which attendance is being reported in your SIS.
School Session Check	Error	School Session	Attendance is being reported for a student on a non-instructional day.	Review the school calendar to ensure the attendance date reported is on a day when students are expected to attend (instructional day or a late arrival/early dismissal day). Update the attendance date in your SIS and/or check the school calendar for accuracy.
Suspension Check	Error	Suspension	Incorrect attendance type is being reported for a student during a suspension period.	Student's suspension dates must be marked as unexcused absences. Update the student's attendance as unexcused absence in your SIS and/or check the suspension period for accuracy.
Weekend Reporting Check	Warning	Weekend Reporting	Attendance is being reported on a Saturday or Sunday.	Check the school calendar for accuracy of weekend dates. If the weekend day is correctly reported as an instructional day, no further action is needed.
Instructional Days Check	Error	Instructional Days	The student's total number of days reported for attendance do not match the total number of instructional days in the same period.	Check for missing or incorrect attendance reporting for this student and/or check calendar for accuracy.
Future Date Check	Error	Future Date	Attendance is being reported for a future date.	Update the attendance date to a current or prior date, not a future date, in your SIS.
School Year Check	Error	School Year	Attendance is being reported for a prior school year.	Update the attendance date to current school year in your SIS.

Responsible School Type Check	Error	Responsible School Type	Attendance is being reported for a student by a school where the student is not enrolled.	Verify the date of attendance falls within the timeframe of the student's enrollment. Verify the student is enrolled in the school for which attendance is being reported in your SIS.
Duplicate Check	Error	Duplicate	Attendance is being reported more than once on the same date for the same student.	Review the school calendar to ensure the attendance date reported is on a day when students are expected to attend (instructional day or a late arrival/early dismissal day). Update the attendance date in your SIS and/or check the school calendar for accuracy.
Absence Enrollment Check	Warning	Absence Enrollment	A student should not be marked absent on the first day of enrollment.	A student may not be enrolled until their first date of attendance. Verify the attendance type and/or verify the student's enrollment date is the first day the student attended this school in your SIS.
Attendance Variances Year Over Year	Warning	Variances Year Over Year	Attendance varies 10% or more for the same period in the prior year.	Check the school calendar for accuracy of weekend dates. If the weekend day is correctly reported as an instructional day, no further action is needed.
Attendance Variances Month Over Month	Warning	Variances Month Over Month	Attendance varies 10% or more from the prior period.	Check for missing or incorrect attendance reporting for this student and/or check calendar for accuracy.



DATA QUALITY DASHBOARD: ENROLLMENT

Business Rule	Error/Warning	Tab Name	Description	Resolution
Ownership Conflict Check	Error	Ownership Conflict	Student is enrolled in more than one district.	Ensure enrollment date in your SIS is accurate or that exit date is not missing. View student ownership screen to see all conflicts.
Future Date Check	Error	Future Date	Enrollment date must be equal to current date or in the past.	Ensure enrollment date in your SIS is equal to current date or in the past.
School Session Check	Error	School Session	Enrollment date must be on an instructional day or regular bell schedule day.	Ensure the enrollment date reported is a regular instructional day on the school calendar in your SIS. Regular day means normal bell schedule and not an early dismissal or late arrival day.
First Enrollment Check	Error	First Enrollment	Student has more than one initial enrollment for the school year.	Ensure the student has only one initial enrollment in your school district. Also, ensure the student did not transfer from another district which reported an initial enrollment. If the student transferred from another district, change the entry type to a transfer.
District Data Check	Warning	District Data	Student does not have an enrollment date for this school year.	Ensure the student has an enrollment date for this school year in your SIS.
Exit Date Check	Error	Exit Date	Student exit date is outside of the current school year.	Ensure the exit date for the student is during the current school year in your SIS.
Deceased Check	Error	Deceased	Student has been reported as deceased and cannot be enrolled.	Verify the student is not reported as deceased in your SIS and update the student record if needed.
Graduation Check	Warning	Graduation	Student has an enrollment date but has graduated.	Ensure the correct graduation status and enrollment date are entered in your SIS. If the student is receiving special education services after graduation, verify the student is in grade 13 in your SIS.
Multiple Enrollment Check	Error	Multiple Enrollment	Student is already enrolled in this district and cannot have another	Ensure the student is not missing an exit date in your SIS or remove the incorrect enrollment date in your SIS.

			enrollment date without an exit code.	
Responsible Type Check	Error	Responsible Type	Student does not have attendance or transportation status reported for this district.	Ensure that the student has a current enrollment in your SIS and that their transportation type is correct in your SIS.
Enrollment Variances Year Over Year	Warning	Variances Year Over Year	Enrollment varies 10% or more compared to last year.	Ensure all enrollment data is complete and accurate in your SIS.
Third Grade Promotion	Warning	Third Grade Promotion	Student was promoted to grade 4 and is missing a passing score on LBPA exams or a level 3 on MAAP ELA, or a Good Cause exemption.	Verify at least one is met: a passing score on LBPA exam, a level 3 on MAAP ELA, or ensure that Good Cause exemption data for this student has been updated in MSIS. If none of these conditions are met, then student should remain in grade 3.



DATA QUALITY DASHBOARD: DEMOGRAPHICS

Business Rule	Error/Warning	Tab Name	Description	Resolution
Hispanic/Latino	Error	Hispanic/Latino	Student has Hispanic/Latino ethnicity reported and race is also reported.	Ensure that students Hispanic/Latino indicator or race field are correct in your SIS. Students who have Hispanic/Latino ethnicity reported as Yes must have blank race reported. MSIS will record these students as Hispanic/Latino automatically.
Lunch Provisional Status	Error	Lunch Provisional Status	Student lunch status is not "free" for a CEP or Provision 2 school.	Ensure student's lunch status is marked as "free" in your SIS.
IEP and 504	Error	IEP and 504	Student cannot have both Special Ed and 504 status.	Ensure student has Special Ed or 504 status in your SIS, but not both
Race and Gender	Error	Race and Gender	Student is missing sex/gender or Hispanic/Latino Ethnicity status.	Ensure the sex/gender and race information, including Hispanic/Latino Ethnicity status is set in your SIS.
Federal Programs	Error	Federal Programs	Student is missing Federal Programs indicators (ELL, Homeless, Foster Care, Migrant, Immigrant, or Title I).	Ensure student's status for the following are in your SIS: ELL, Homeless, Foster Care, Migrant, Immigrant, or Title I.
Special Education/504 Data	Error	IEP/504	Student is missing special education and/or 504 indicator.	Ensure the special education and 504 indicator are accurate in your SIS.
Lunch Data	Error	Lunch Status	Student must have lunch status data.	Ensure student has lunch data in your SIS.
Parent Guardian	Error	Parent Guardian	Student is missing parent/guardian data.	Ensure Parent/Guardian name is in your SIS. First and Last Name must not be blank.
Directory Block	Error	Directory Block	Student is missing FERPA block/release status.	Ensure the indicator for student Family Education Rights and Privacy Act (FERPA) block to withhold the release of the person's directory information has been entered in your SIS.
Gifted Data	Error	Gifted	Student's Gifted status is blank.	Ensure the student's Gifted status is in your SIS.

Race Check	Error	Race	Student is missing Race	Ensure that students Hispanic/Latino indicator or race field are correct in your SIS. Students who have Hispanic/Latino ethnicity reported as No must have a race reported.
Gifted Type Data	Error	Gifted Type	Student's Gifted Type is blank.	Ensure Gifted students have a Gifted Type in your SIS.
Invalid MSIS ID Check	Error	MSIS ID	Student MSIS ID is not a valid MSIS ID.	Ensure that the MSIS ID is correct in your SIS.