

# 24-25 Annual Reporting Calendar At-A-Glance



## JULY

Due Date	Item	Data Submission Method & Frequency
24	ACT & WorkKeys	MSIS 1.0 for 23-24SY only
31	MSIS Security Listing	N/A
31	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## AUGUST

Due Date	Item	Data Submission Method & Frequency
31	Good Cause Exemption	MSIS 1.0 for 23-24SY only
31	MSIS Security Listing	N/A
31	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## SEPTEMBER

Due Date	Item	Data Submission Method & Frequency
10	Summer School	MSIS 1.0 for 23-24SY only
30	Graduates, Completers, Promotions	MSIS 1.0 for 23-24SY only
30	CTE Placements	Data Entry Download, File Upload (as needed)
30	Special Education Post-Secondary Outcomes	Data Entry Download, File Upload (as needed)
30	Personnel Data	API (nightly) or File Upload (as needed)
30	Monthly Data Review <ul style="list-style-type: none"> <li>MSIS IDs and Ownership</li> <li>Non-Public Student Entry</li> <li>Special Education</li> <li>Special Education (Part C to B)</li> <li>CTE</li> <li>Federal Programs</li> <li>LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## OCTOBER

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 1 Certification window: October 1-10 <sup>th</sup>	API (nightly)
15	Financial Data	File Upload (as needed)
27	Summer Activity	Data Entry Download, File Upload (as needed)
31	Personnel Data	API (nightly) or File Upload (as needed)
31	Monthly Data Review <ul style="list-style-type: none"> <li>MSIS IDs and Ownership</li> <li>Non-Public Student Entry</li> <li>Special Education</li> <li>Special Education (Part C to B)</li> <li>CTE</li> <li>Federal Programs</li> <li>LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## NOVEMBER

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 2 Certification window: November 1-10 <sup>th</sup>	API (nightly)
10	Incoming Kindergarten Students	File Upload (as needed)
30	Personnel Data	API (nightly) or File Upload (as needed)
30	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## DECEMBER

Due Date	Item	Data Submission Method & Frequency
6	Personnel Data Certification window: December 1 – 6 <sup>th</sup>	API (nightly) or File Upload (as needed)
1-6	District Approval Month 3 Certification window: December 1-6 <sup>th</sup>	API (nightly)
1-10	Special Education – Child Count Certification window: December 1-10 <sup>th</sup>	API (nightly) or File Upload (as needed)
10	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## JANUARY

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 4 Certification window: January 1-10 <sup>th</sup>	API (nightly)
10	Academic Record	API (January and June)
31	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## FEBRUARY

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 5 Certification window: February 1-10 <sup>th</sup>	API (nightly)
28	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## MARCH

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 6 Certification window: March 1-10 <sup>th</sup>	API (nightly)
31	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## APRIL

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 7 Certification window: April 1-10 <sup>th</sup>	API (nightly)
30	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## MAY

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 8 Certification window: May 1-10 <sup>th</sup>	API (nightly)
31	Monthly Data Review <ul style="list-style-type: none"> <li>• MSIS IDs and Ownership</li> <li>• Non-Public Student Entry</li> <li>• Incoming Kindergarten Students</li> <li>• Special Education</li> <li>• Special Education (Part C to B)</li> <li>• CTE</li> <li>• Federal Programs</li> <li>• LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

## JUNE

Due Date	Item	Data Submission Method & Frequency
1-15	District Approval Month 9 Certification window: June 1-15 <sup>th</sup>	API (nightly)
1-30	Academic Record Certification window: June 1-30 <sup>th</sup>	API (January and June)
1-30	Special Education - End of Year (EOY) Certification window: June 1-30 <sup>th</sup>	API (nightly) or File Upload (as needed)
1-30	CTE - EOY Certification window: June 1-30 <sup>th</sup>	Data Entry Download, File Upload (as needed)
1-30	Federal Programs - EOY Certification window: June 1-30 <sup>th</sup>	Data Entry Download, File Upload (as needed)
30	Summer School Program Information	API (nightly)
30	Graduation Options	File Upload (as needed)

# 24-25 Annual Reporting Calendar Detail

## JULY

**ACT & WorkKeys updates for the 23-24SY will be made in MSIS 1.0 to close out the 23-24SY data. The screen will open on July 10 in MSIS 1.0 and will close on July 24. Districts will use the process described below beginning in July 2025.**

24

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>ACT &amp; WorkKeys</b>	File upload (as needed)  <i>Future API request to SIS vendors.</i>	<b>Reports &gt; Data Analytics:</b> • ACT & WorkKeys
Notes		
The MDE will upload scores for state-administered ACT and WorkKeys to MSIS. If students take the ACT independently from the state administration, District Staff will complete a file upload to update students' ACT scores by July 15. These updated scores will be used in Accountability model calculations for the previous school year.		

**Legacy Submission Process**

Manual Entry (ACT Update)

31

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>MSIS Security Listing</b>	N/A	<b>Reports &gt; Data Analytics:</b> • Reports > User Permissions Report
Notes		
District staff will review the User Management Screen to ensure all active users have been assigned appropriate permissions. District staff will deactivate any users who should no longer have access to MSIS. District staff can also review the User Permissions report to see a list of users, the date they were added, the last login date, and any school permissions assigned.		

**Legacy Submission Process**

Manual Entry

MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>MSIS IDs and Ownership</b> Create/Assign MSIS IDs Ownership Conflicts	API (as needed)  File Upload (as needed)  Manual Entry (as needed)	<b>Students:</b> <ul style="list-style-type: none"> <li>MSIS ID Requests</li> <li>Student Ownership</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>

Notes

MSIS ID requests will be immediately processed by the system. MSIS will complete a search of all student records and return the results to the MSIS ID Request Screen. Based on the search results, MSIS will perform one of three actions:

- **New ID Assigned** (No student match was found, and MSIS has assigned a new MSIS ID to the student. No further action is required by district staff.)
- **Existing ID Assigned** (A student match was found, and MSIS has assigned the student an existing MSIS ID. No further action is required by district staff.)
- **Review Needed** (Similar student matches were found. District staff must confirm the match to assign an existing MSIS ID or deny the match to assign a new MSIS ID).

District staff can export the resulting MSIS IDs.

**Legacy Submission Process**

Manual Entry (Release/Transfer students)

Initial Student Load (ISL) file



**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Non-Public Student Entry</b> School 200 and 500 Students	Manual Input (as needed)	<b>Data Input:</b> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Notes

The Non-Public Student Data Entry manual input screen collects data on School 200 and 500 students. School 500 students are students who are not enrolled in a public school in your district but receive special education services. These students could include students in Head Start, Private School, or Home School. School 200 students are students who are not enrolled in a public school but are enrolled in your district's CTE program. District staff must enter a course schedule for School 200 students.

**Legacy Submission Process**

Manual Entry (Non-Public Student Data Entry)

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>LEA &amp; School Demographics</b> Updates to district/school name, contacts, addresses, grades offered, board members, etc.	API (nightly)  Manual input (as needed)	<b>Data Input:</b> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

Notes

The following LEA and school demographic information will be prepopulated from the information in the district SIS package or entered in MSIS by the MDE: LEA/School name, School Identifier, LEA Identifier, Charter School Type, School Operational Status, LEA/School Grade Levels, and LEA/School Mailing and Physical Addresses. To update this information, district staff should update the SIS package.

The following LEA and school demographic information will be manually entered into MSIS in the District & School Info screens: MSIS Primary and Secondary names and contact information, and School Board Members. To update this information, district staff should update the corresponding manual input screens.

# AUGUST

31

**Good Cause Exemption information for the 23-24SY will be made in MSIS 1.0 to close out the 23-24SY data. Districts will use the process described below beginning in July 2025.**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Good Cause Exemption</b>	Data Entry Download ↓ File Upload (as needed)  <i>Future API request to SIS vendors.</i>	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Data Entry Downloads &gt; Good Cause Exemptions</li> <li>Assessment &gt; Good Cause Exemptions</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>

**Notes**


District staff will download the Good Cause Exemption Data Entry Download report, which is prepopulated with 3<sup>rd</sup> grade students promoted to 4<sup>th</sup> grade. They will enter Good Cause Exemption codes for each student that was promoted because of good cause exemption and upload the file in MSIS.

District staff can upload as frequently as desired, but the final upload must occur on or before August 31.

<b>Legacy Submission Process</b>
Manual Entry (Good Cause Exemption Screen)

**Major Changes in Reporting Elements**

New Good Cause Exemption Codes. See [Good Cause Exemption Codes Legacy Mapping](#)



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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>MSIS Security Listing</b>  <i>See July for more information.</i>	N/A	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Reports &gt; User Permissions Report</li> </ul>

MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs</p> <p>Ownership Conflicts</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>MSIS ID Requests</li> <li>Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <p>School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to district/school name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>District &amp; School Info</li> </ul>

# SEPTEMBER

10

**Summer School student record information for the 23-24SY will be made in MSIS 1.0 to close out the 23-24SY data. Districts will use the process described below beginning in September 2025.**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Summer School – Student Records</b>	API (nightly)	N/A

Notes

If students attended a summer school program within their home district, their academic records will transfer via API from the SIS. (Summer school programs include online courses, dual credit courses, and summer school courses.) If students complete a summer school program within the state but outside their home district, district staff should update their academic records in the SIS package to reflect the completed summer school program. Student academic records must be updated in the SIS prior to District Approval Month 1 of the new school year.

Legacy Submission Process
SSD file

30


**Graduates, Completers, and Promotions updates for the 23-24SY will be made in MSIS 1.0 to close out the 23-24SY data. Districts will use the process described below beginning in July 2025.**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Graduates, Completers, Promotions</b>	Manual Input (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Enrollment &amp; Attendance: Grade Promotions</li> <li>Graduation &gt; Graduates/Dropouts</li> <li>Graduation &gt; Grad Options</li> </ul>

Notes

District staff should ensure that any promotion indicators, promotion dates, and graduation types for the prior school year have been updated to reflect any changes for students who completed summer school or other credit recovery activities. These changes must be made by September 30th, before District Approval Month 1 data is certified.

Legacy Submission Process
Manual Entry (Update Student Grades, Update Promotion/ Graduate Type)

Major Changes in Reporting Elements
New Grade Level Codes. See <a href="#">Student Data Domain Mapping: Grade Levels</a> . 

**SEPTEMBER**



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>CTE Placements</b>	Data Entry Download ↓ File Upload (as needed)	<b>Reports &gt; Data Analytics:</b> • Data Entry Download > CTE Placements  <b>Data Submission &gt; Data Quality Dashboard:</b> • CTE
<b>Notes</b>		
Provides career or post secondary information about CTE students after graduation.		

<b>Legacy Submission Process</b>
Manual Entry (Placements)



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Special Education Post-Secondary Outcomes (Ind 14)</b>	Data Entry Download ↓ File Upload (as needed)	<b>Reports &gt; Data Analytics:</b> • Data Entry Download > Special Education Indicator 14  <b>Data Submission &gt; Data Quality Dashboard:</b> • Special Education
<b>Notes</b>		
Indicator 14 measures the post-secondary outcomes of special education students. Specifically, district staff must indicate what students are doing a year after exiting the district.		
District staff will download the Special Education Post Secondary Outcomes Data Entry Download report, which is prepopulated with students who exited the year before based on Child Count data. They will indicate all categories of activities that apply to each student. District staff can update the file and reupload as frequently as desired, but the final upload must occur on or before September 30.		

<b>Legacy Submission Process</b>
Manual Entry - Post Secondary Outcomes

SEPTEMBER



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Personnel Data</b></p> <ul style="list-style-type: none"> <li>Personnel Listing</li> <li>Teacher Schedules</li> <li>Employment</li> <li>Assignments</li> <li>National Board</li> <li>District Salary Scale</li> </ul> <p><i>See December Personnel Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p>Manual Input (District Salary Scale only)</p> <p><i>*Based on personnel vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Personnel Reports &gt; Personnel Listing</li> <li>Personnel Reports &gt; Personnel Summary</li> <li>Personnel Reports &gt; Teacher Schedules</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard</b></p> <ul style="list-style-type: none"> <li>Personnel</li> </ul> <p><b>Accreditation Dashboard</b></p> <p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>District &amp; School Info &gt; Salary Scale</li> </ul>



**MONTHLY DATA REVIEW**

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <ul style="list-style-type: none"> <li>Create/Assign MSIS IDs</li> <li>Ownership Conflicts</li> </ul> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>MSIS ID Requests</li> <li>Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>
<p><b>Non-Public Student Entry</b></p> <ul style="list-style-type: none"> <li>School 200 and 500 Students</li> </ul> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>Student</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Special Education Part C to B Indicator 12</b>	Data Entry Download ↓ File Upload (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Data Entry Download &gt; Special Education Part C to B</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>Special Education</li> </ul>

**Notes**

Indicator 12 measures the percentage of children referred by Part C (First Steps Early Intervention) prior to age 3, who are eligible for Part B (special education services), and who have an IEP developed and implemented by their third birthdays.

District staff will download the Special Education Part B to C Data Entry Download report, which is prepopulated with student data. They will enter transition dates, tested indicators, and/or removed indicators for each student and upload the file in MSIS. They can upload as frequently as desired, but the file should be reviewed and updated as necessary at least once a month.

**Legacy Submission Process**

Notification to the Special Education Office

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Special Education</b>  <i>See June EOY Certification for more information.</i>	API (nightly)*  File upload* (as needed)  <i>*Based on Special Education vendor functionality</i>	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Special Education &gt; Special Education Child Find</li> <li>Special Education &gt; Special Education Dashboard</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>CTE</b>  <i>See June EOY Certification for more information.</i>	File upload (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>CTE &gt; CTE Dashboard</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>CTE</li> </ul>

MONTHLY DATA REVIEW <i>(continued)</i>		
Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b>                      ELL                      Foster Care                      Homeless                      Immigrant                      N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download                      ↓                      File Upload                      (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Federal Programs &gt; Federal Programs Dashboard</li> <li>Data Entry Download &gt; ELL</li> <li>Data Entry Download &gt; Foster Care</li> <li>Data Entry Download &gt; Homeless</li> <li>Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Federal Programs</li> </ul>
Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>District &amp; School Info</li> </ul>





Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 1</b></p> <p><b>Calendar Data</b></p> <p><b>Student Data</b></p> <p><b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p><b>Certification window, Month 1:</b> October 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 1</p>	<p>API (nightly)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>



Notes
<p><b>Calendar:</b></p> <ul style="list-style-type: none"> <li>• Each day will be accounted for (e.g., instructional day, holiday, etc.). Total instructional days will be calculated from school calendar.</li> <li>• School and district calendars will be submitted. July 1- June 30, API will send current school year data. May 30 – June 30, API will send upcoming year data.</li> </ul> <p><b>Student:</b></p> <ul style="list-style-type: none"> <li>• Attendance: Attendance will be reported for each day (present or absent), not just absences. Data will be transferred nightly via API from the SIS as a rolling 45-day attendance record for each student. This allows any edits made to a student’s attendance in the past 45 days to be captured. On June 30, the API will send a student’s attendance for the complete school year, allowing for any changes to be captured that were made after any of the previous 45-day windows. (NOTE: Any changes made to attendance after a certification period has passed will not change the certified attendance. However, the student’s attendance will be correctly reflected in MSIS.)</li> <li>• Course Schedule: Data will be transferred nightly via API from the SIS. From July 1- June 30, API will send the current school year’s regular terms. From June 1- September 30: API will send summer school term (beginning for the summer session in the 2024-2025 school year).</li> <li>• Demographics: If available, the API will send a student's Nickname (name they go by), mailing address, and the name and contact information of the Custodial Parent/Guardian.</li> <li>• Lunch status: The start and end dates for lunch status will be transferred nightly via API from the SIS. District staff may need to set up field-level security in SIS to ensure student data privacy while accommodating lunch status transmission.</li> </ul>

Notes, continued

**Student (continued):**

- Responsible District/School and Type: Data will be transferred nightly via API from the SIS. District staff will need to indicate the district and school that is responsible for Accountability, Transportation, and Assessment if it is not the district and school where the student is attending.

**Discipline:**

- Reporting changes: All incident reporting data will transfer from the SIS.
  - Incidents will be reported as single events with each student disciplinary action linked to the incident. (Legacy reporting required the incident to be repeated for every student involved.)
  - New codes for incidents and disciplinary actions (see Discipline Code Mapping). Gang-related is no longer an incident, but it will be collected as an attribute. Alternative school placements will be collected as disciplinary actions and not incidents.
  - Firearm and weapon types will be collected separately from the incident.
  - Disciplinary action length difference reason will be collected. This is used when disciplinary action length is modified by the district, a court order, etc. This data element will be optional for SY 24-25.

**Legacy Submission Process**

MDT File  
MSD File  
DSD File

**Major Changes in Reporting Elements**



New Calendar Events Types. See [Organization Data Domain Mapping](#): Calendar Event Type

New option set for Grade Level and Responsible District/School and Type. New Entry/Exit Codes will be displayed in MSIS Reports (not in SIS). See [Student Data Domain Mapping](#): Grade Levels; Responsible District/School and Type; See [Entry/Exit Type Legacy Mapping](#).

New codes for incidents and disciplinary actions. See [Discipline Data Domain Mapping](#) and [Legacy Incident & Disposition Codes](#).



Item	Data Submission Method & Frequency	Corresponding MSIS 2.0 Reports
<p><b>Financial Data</b></p> <p><b>Certification window</b> July 1- October 15<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; Finance</p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Finance &gt; FETS</li> <li>Finance &gt; National Board</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Finance</li> </ul>

**Legacy Submission Process**

FETS File

# OCTOBER

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Summer Activity</b>	Data Entry Download ↓ File Upload (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>• Data Entry Downloads &gt; Summer Activity</li> <li>• Enrollment &amp; Attendance &gt; Summer Activity</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>
<b>Notes</b> District staff will download the Summer Activity Data Entry Download report that is prepopulated with students who were in attendance last year (Month 9) but did not return this school year (Month 1).  District staff will enter the reason each student did not return and upload the file in MSIS. They can upload as frequently as desired, but the final upload must occur on or before October 30.		

### Legacy Submission Process

Manual Entry (Summer Activity Data Entry Screen)

### Major Changes in Reporting Elements

New Reason for Not Returning Codes will be displayed in MSIS Reports (not in SIS). See [Entry/Exit Type Legacy Mapping](#) for new exit codes.



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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Personnel Data</b> Personnel Listing Teacher Schedules Employment Assignments National Board District Salary Scale  <i>See December Personnel Certification for more information about these data elements.</i>	API (nightly)*  File upload* (as needed)  Manual Input (District Salary Scale only)  <i>*Based on personnel vendor functionality</i>	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>• Personnel Reports &gt; Personnel Listing</li> <li>• Personnel Reports &gt; Personnel Summary</li> <li>• Personnel Reports &gt; Teacher Schedules</li> </ul> <b>Data Submission &gt; Data Quality Dashboard</b> <ul style="list-style-type: none"> <li>• Personnel</li> </ul> <b>Accreditation Dashboard</b> <b>Data Input:</b> <ul style="list-style-type: none"> <li>• District &amp; School Info &gt; Salary Scale</li> </ul>

MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs</p> <p>Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>MSIS ID Requests</li> <li>Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <p>School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Special Education &gt; Special Education Child Find</li> <li>Special Education &gt; Special Education Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download</p> <p>↓</p> <p>File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Special Education</li> </ul>

**MONTHLY DATA REVIEW** *(continued)*


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b></p> <p>ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

# NOVEMBER

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 2</b></p> <p><b>Calendar Data</b></p> <p><b>Student Data</b></p> <p><b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 2:</b> November 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 2</p> <p><i>See District Approval Month 1 for more information.</i></p>	<p>API (nightly)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>
<p>Notes</p> <p>Incoming Pre-Kindergarten Provider Care information. District staff can upload as frequently as desired, but the first upload must occur on or before November 10.</p>		

<b>Legacy Submission Process</b>
Manual Entry (Incoming Kindergarten)

# NOVEMBER

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Personnel Data</b></p> <ul style="list-style-type: none"> <li>Personnel Listing</li> <li>Teacher Schedules</li> <li>Employment</li> <li>Assignments</li> <li>National Board</li> <li>District Salary Scale</li> </ul> <p><i>See December Personnel Certification for more information about these data elements.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p>Manual Input (District Salary Scale only)</p> <p><i>*Based on personnel vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Personnel Reports &gt; Personnel Listing</li> <li>Personnel Reports &gt; Personnel Summary</li> <li>Personnel Reports &gt; Teacher Schedules</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard</b></p> <ul style="list-style-type: none"> <li>Personnel</li> </ul> <p><b>Accreditation Dashboard</b></p> <p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>District &amp; School Info &gt; Salary Scale</li> </ul>

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <ul style="list-style-type: none"> <li>Create/Assign MSIS IDs</li> <li>Ownership Conflicts</li> </ul> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>MSIS ID Requests</li> <li>Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <ul style="list-style-type: none"> <li>School 200 and 500 Students</li> </ul> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>Student</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download</p> <p>↓</p> <p>File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>



**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b>                      ELL                      Foster Care                      Homeless                      Immigrant                      N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download                      ↓                      File Upload                      (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

# DECEMBER

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Personnel Data</b></p> <ul style="list-style-type: none"> <li>Personnel Listing</li> <li>Teacher Schedules</li> <li>Employment</li> <li>Assignments</li> <li>National Board</li> <li>District Salary Scale</li> </ul> <p><b>Certification window:</b> December 1-6<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; Personnel</p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p>Manual Input (District Salary Scale only)</p> <p><i>*Based on personnel vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>Personnel Reports &gt; Personnel Listing</li> <li>Personnel Reports &gt; Personnel Summary</li> <li>Personnel Reports &gt; Teacher Schedules</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard</b></p> <ul style="list-style-type: none"> <li>Personnel</li> </ul> <p><b>Accreditation Dashboard</b></p> <p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>District &amp; School Info &gt; Salary Scale</li> </ul>



Notes

**Teacher Schedule data:** Will be transferred nightly via API from the SIS. All associated data will need to be entered into SIS. This includes available Carnegie Units, funding program code, instructional minutes, term/semester, and period.

**Dual credit courses taught by a college or university:** District staff will supply the [ID number for the IHL](#) as the Responsible Organization Identifier. This replaces the practice of using fake IHL employee SSNs. There will not be an Instructor of Record reported, only a Course Proctor, who must be a district employee. The Course Proctor will not be included in Accreditation reports for the specified course.

**Classroom Position Type:** Will be transferred nightly via API from the SIS. For online courses, the facilitator or other staff that is supervising students should be listed as “Course Proctor.” Teachers should be listed as “Instructor of Record.” The Course Proctor will not be included in Accreditation reports for the specified course.

**Work-based learning opportunity type:** Will be transferred nightly via API from the SIS for certain CTE courses.

**Course section delivery mode and virtual indicator:** Will be transferred nightly via API from the SIS.

**Legacy Submission Process**


- Manual Entry (General Schedule Entry)
- PERS file

**Major Changes in Reporting Elements**


- Only Teachers will require schedules. For new data elements and option sets, see [Course Section Data Domain Mapping](#).
- See [Work Area /Assignment Codes Catalog](#) for new work area/assignment codes.
- See [Personnel Data Domain Mapping](#) for personnel data elements and option sets.





Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 3</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 3:</b> December 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 3</p> <p><i>See District Approval Month 1 for more information.</i></p>	<p>API (nightly)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education – Child Count</b></p> <p> <b>Certification window:</b> December 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; Special Education Child Count</p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; Special Education Outcomes Certification</li> <li>• Special Education &gt; Special Education Child Count Certification</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

**Legacy Submission Process**

Manual Entry (General Schedule Entry, Child Find)

**Major Changes in Reporting Elements**



Some IEP information will be transferred from the Special Education package or file upload. See [IEP Mapping](#) for data elements that will be collected.

Testing accommodations will be collected. Slight changes to the option set for Primary Disability Type, Disability Condition Type, LRE, Indicator 11, and Student Support Services Type. See [Special Education Data Domain Mapping](#) for more information.



**MONTHLY DATA REVIEW**

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist districts in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs</p> <p>Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b> School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b> ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

**MONTHLY DATA REVIEW** *(continued)*

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

# JANUARY



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 4</b></p> <p><b>Calendar Data</b></p> <p><b>Student Data</b></p> <p><b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 4:</b> January 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 4</p> <p><i>See District Approval Month 1 for more information.</i></p>	<p>API (nightly)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

# JANUARY

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Academic Record</b>	API (January and June)  Manual Push (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>• Graduates &gt; Graduates Certification</li> <li>• Graduates &gt; Graduates/Dropouts</li> <li>• Graduates &gt; Graduation Cohort</li> <li>• Graduates &gt; Graduation Options</li> <li>• Graduates &gt; Transcript and Final Grades</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>• Academic Record</li> </ul>
Notes		
<p>The January file captures December graduates. If district staff need to change graduate status after deadlines, manual data pushes will be accepted.</p> <p>New data elements sent via API for students' academic records include career education plan information, cumulative GPA, GPA weighted indicator, number of credits attempted, and projected graduation date.</p>		

### Legacy Submission Process

MSH file

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist districts in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>MSIS IDs and Ownership</b>  Create/Assign MSIS IDs  Ownership Conflicts  <i>See July Monthly Data Review for more information.</i>	API (as needed)  File Upload (as needed)  Manual Input (as needed)	<b>Students:</b> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>



**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <p>School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download</p> <p>↓</p> <p>File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

**MONTHLY DATA REVIEW (continued)**


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b></p> <p>ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

# FEBRUARY

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 5</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 5:</b> February 1-10<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 5</p> <p><i>See District Approval Month 1 for more information.</i></p>	API (nightly)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs</p> <p>Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

MONTHLY DATA REVIEW (continued)

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b> School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

**MONTHLY DATA REVIEW (continued)**


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b></p> <p>ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

# MARCH

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 6</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b> Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 6:</b> March 1-10<sup>th</sup> <b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 6</p> <p><i>See District Approval Month 1 for more information.</i></p>	API (nightly)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <p>School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download</p> <p>↓</p> <p>File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

**MONTHLY DATA REVIEW (continued)**


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b></p> <p>ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>



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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 7</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b> Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 7:</b> April 1-10<sup>th</sup> <b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 7</p> <p><i>See District Approval Month 1 for more information.</i></p>	API (nightly)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b> School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>


**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	File upload (as needed)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b></p> <p>ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	Data Entry Download ↓ File Upload (as needed)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	API (nightly)	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 8</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b> Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 8:</b> May 1-10<sup>th</sup> <b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 8</p> <p><i>See District Approval Month 1 for more information.</i></p>	API (nightly)	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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## MONTHLY DATA REVIEW

Review each of the following data elements every month to ensure they are accurate and up-to-date. This monthly review will assist district staff in the preparation for upcoming data certifications.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>MSIS IDs and Ownership</b></p> <p>Create/Assign MSIS IDs Ownership Conflicts</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>API (as needed)</p> <p>File Upload (as needed)</p> <p>Manual Input (as needed)</p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• MSIS ID Requests</li> <li>• Student Ownership</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Non-Public Student Entry</b></p> <p>School 200 and 500 Students</p> <p><i>See July Monthly Data Review for more information.</i></p>	<p>Manual Input (as needed)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• Student</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Incoming Kindergarten Students</b></p> <p><i>See November Incoming Kindergarten Students for more information.</i></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Students &gt; Incoming Kindergarten Report</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education Part C to B Indicator 12</b></p> <p><i>See September Monthly Data Review for more information.</i></p>	<p>Data Entry Download</p> <p>↓</p> <p>File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Download &gt; Special Education Part C to B</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>


**MONTHLY DATA REVIEW (continued)**

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE</b></p> <p><i>See June EOY Certification for more information.</i></p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>


Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Federal Programs</b> ELL Foster Care Homeless Immigrant N or D</p> <p><i>See June EOY Certification for more information.</i></p>	<p>Data Entry Download ↓ File Upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs &gt; Federal Programs Dashboard</li> <li>• Data Entry Download &gt; ELL</li> <li>• Data Entry Download &gt; Foster Care</li> <li>• Data Entry Download &gt; Homeless</li> <li>• Data Entry Download &gt; Immigrant</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Federal Programs</li> </ul>

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>LEA &amp; School Demographics</b></p> <p>Updates to name, contacts, addresses, grades offered, board members, etc.</p> <p><i>See July Monthly Student Data review for more information.</i></p>	<p>API (nightly)</p>	<p><b>Data Input:</b></p> <ul style="list-style-type: none"> <li>• District &amp; School Info</li> </ul>

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>District Approval Month 9</b></p> <p><b>Calendar Data</b> <b>Student Data</b> <b>Discipline &amp; Incidents Data</b></p> <p>Persistently Dangerous School Category Reports must be entered in the SIS within 72 hrs of the incident.</p> <p> <b>Certification window, Month 9:</b> June 1-15<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; District Approval Month 9</p> <p><i>See District Approval Month 1 for more information.</i></p>	<p>API (nightly)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• General Reports &gt; Calendar</li> <li>• Enrollment &amp; Attendance Reports &gt; Enrollments and Transfers</li> <li>• Enrollment &amp; Attendance Reports &gt; Five or More Absences</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Attendance</li> <li>• Enrollment &amp; Attendance Reports &gt; Average Daily Membership</li> <li>• Student Reports &gt; Net Membership</li> <li>• Student Reports &gt; Student Indicators</li> <li>• Student Reports &gt; Discipline</li> <li>• Monthly Certification &gt; Enrollment &amp; Attendance</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Attendance</li> <li>• Student Demographics</li> <li>• Course Section</li> <li>• Organization</li> <li>• Discipline</li> </ul>

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Academic Record</b></p> <p> <b>Certification window:</b> June 1-30<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; Academic Record</p>	<p>API (January and June)</p> <p>Manual Push (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Graduates &gt; Graduates Certification</li> <li>• Graduates &gt; Graduates/Dropouts</li> <li>• Graduates &gt; Graduation Cohort</li> <li>• Graduates &gt; Graduation Options</li> <li>• Graduates &gt; Transcript and Final Grades</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Academic Record</li> </ul>
<p>Notes</p> <p>Annual certification of historical student data and graduation statuses. The June file captures May graduates. If district staff need to change graduate status after deadlines, manual data pushes will be accepted.</p> <p>See the January Academic Record for more information about the data collected.</p>		



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Special Education EOY</b></p> <p><b>Certification window:</b> June 1-30<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; Special Education EOY</p>	<p>API (nightly)*</p> <p>File upload* (as needed)</p> <p><i>*Based on Special Education vendor functionality</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Special Education &gt; Special Education Child Find</li> <li>• Special Education &gt; Special Education Dashboard</li> <li>• Special Education &gt; Special Education Outcomes Certification</li> <li>• Special Education &gt; Special Education Child Count Certification</li> <li>• Special Education &gt; CEIS</li> <li>• Special Education &gt; SSIP</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Special Education</li> </ul>



Legacy Submission Process
Manual Entry (General Schedule Entry/Child Find Data Entry Screen)

**Major Changes in Reporting Elements**

Some IEP information will be transferred from the Special Education package or file upload. See [IEP Mapping](#) for data elements that will be collected.

Testing accommodations will be collected. Slight changes to the option set for Primary Disability Type, Disability Condition Type, LRE, Indicator 11, and Student Support Services Type. See [Special Education Data Domain Mapping](#) for more information.



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>CTE - EOY</b></p> <p><b>Certification window:</b> June 1-30<sup>th</sup></p> <p><b>Reports &gt; Data Analytics:</b> Certification Reports &gt; CTE EOY</p>	<p>File upload (as needed)</p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• CTE &gt; CTE Certification</li> <li>• CTE &gt; CTE Dashboard</li> </ul> <p><b>Data Submission &gt; Data Quality Dashboard:</b></p> <ul style="list-style-type: none"> <li>• CTE</li> </ul>
<p>Notes</p> <p>Annual certification of Career and Technical Education data including placements.</p>		




Legacy Submission Process
Manual Entry



# JUNE

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Federal Programs EOY</b> ELL Foster Care Homeless Immigrant N or D   <b>Certification window:</b> June 1-30 <sup>th</sup>  <b>Reports &gt; Data Analytics:</b> Certification Reports > Federal Programs EOY	Data Entry Download ↓ File Upload (as needed)	<b>Reports &gt; Data Analytics:</b> <ul style="list-style-type: none"> <li>Federal Programs &gt; Federal Programs Certification</li> <li>Federal Programs &gt; Federal Programs Dashboard</li> <li>Data Entry Download &gt; ELL</li> <li>Data Entry Download &gt; Foster Care</li> <li>Data Entry Download &gt; Homeless</li> <li>Data Entry Download &gt; Immigrant</li> </ul> <b>Data Submission &gt; Data Quality Dashboard:</b> <ul style="list-style-type: none"> <li>Federal Programs</li> </ul>
<b>Notes</b>  Annual certification of Federal Programs data. This includes Federal Program student indicators (ELL, Foster Care, Homeless, Immigrant, Neglected, or Delinquent) and applicable services provided.  <b>Neglected or Delinquent:</b> Status will be collected separately.  <b>Title I Indicator:</b> Schoolwide and Targeted Title I statuses will be collected separately.		

**Legacy Submission Process**

MSD file, Manual Entry (Homeless, ELL, Immigrant)

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Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<b>Summer School Program Information</b>	Manual Input (as needed)	N/A
<b>Notes</b>  Summer School Program information for the summer term of the current school year. June 1- September 30: API will send summer school term (beginning for the summer session in the 2024-2025 school year).		

**Legacy Submission Process**

Manual Entry (Summer Program Report Entry)



Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
<p><b>Graduation Options</b></p>	<p>File upload (as needed)</p> <p><i>Future API request to SIS vendors.</i></p>	<p><b>Reports &gt; Data Analytics:</b></p> <ul style="list-style-type: none"> <li>• Graduation &gt; Graduation Options</li> </ul>
<p>Notes</p>		
<p>District staff will upload the Graduation Options file, which lists all current school year graduates who are graduating with a Traditional Diploma. For each subject area for each student, district staff will indicate the option that was utilized for the student to graduate (e.g., passed test, ACT score, etc.).</p>		

Legacy Submission Process
Manual Entry (Graduation Option)