

# MSIS ANNUAL DATA REPORTING CALENDAR

## NOVEMBER

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 2 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
10 <sup>th</sup>	Month 2 Monthly Student Data File	<p style="text-align: center;">Send file (MSD)</p> <p style="text-align: center;">Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate</p> <p style="text-align: center;">Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate</p>	<p><b>Reports to run before approving your monthly district data:</b>                      Monthly Attendance Pre-Approved                      Student Release To                      Student Transfer To                      Student Roster Holding Area                      Student Roster Entrance                      Student Roster Ownership                      Holding Area Student Indicators                      Holding Area Absences                      Holding Area Student Schedule                      Holding Area Carnegie Unit with No Credit                      Holding Area Vocational Student Indicators                      Holding Area Student Entries                      Holding Area Withdrawals                      Holding Area Incidents/Disposition                      Holding Area Student Schedule</p> <p><b>Reports to run after approving your monthly district data:</b>                      Monthly Attendance Post-Approved                      Student Release From                      Student Transfer From                      Student Roster Entrance                      Student Roster Ownership                      Student Indicators                      Unexcused Absences                      Five or More Absences                      Gifted Students                      Carnegie Unit with No Credit</p>
Daily/10 <sup>th</sup>	Student Discipline and Incident Reports	<p style="text-align: center;">Send file (DSD)/(MSD)</p> <p style="text-align: center;">Validate Validate</p>	<p><b>*Persistently Dangerous School Category Reports are due in 72 hours.</b> All other applicable reports are due the 10<sup>th</sup> of the month from October-June.</p> <p>Student Discipline Report                      Discipline Incident Summary Report</p>
10 <sup>th</sup>	Incoming Kindergarten Students	<p style="text-align: center;">Incoming Kindergarten Data Entry</p> <p style="text-align: center;">Validate</p>	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>
30 <sup>th</sup>	Personnel Data	Send file Data Entry	<p>Upload PERS file                      General Schedule Entry Module                      District Personnel Approval. Accreditation Edits Report. MAEP Edit Reports.</p>