

# MSIS ANNUAL DATA REPORTING CALENDAR

## AUGUST

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

## SEPTEMBER

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Summer School Files	Send file (SSD)	Required if students attended summer school Files must be sent prior to Month 1 submission for the new school year.
30 <sup>th</sup>	Initial Student Load Files	Send file (ISL)  Validate Validate	Students who are under the age of 7 by September 1st and do not already have MSIS IDs – due by 12:00 p.m. Initial MSIS ID Transaction File (ISL) Initial Load Duplicate Student Report
30 <sup>th</sup>	Graduates, Completers and Promotions	Send file (MSD) Validate	For all students, must be submitted prior to submission of MSIS Month 1 Files Graduate/Completers Report (Detail & Counts)
30 <sup>th</sup>	MSIS IDs and Ownership	Release/Transfer Data Entry Validate	Must be complete prior to submission of MSIS Month 1 Files  Student Release To Report
30 <sup>th</sup>	Personnel Data	Send file Data Entry Validate	Upload PERS file General Schedule Entry Module - Updates Deadline for District Personnel Approval.

**\*Dates are subject to change\***

# MSIS ANNUAL DATA REPORTING CALENDAR

## OCTOBER

Due Date	Item	Submission Method	Notes
1 <sup>st</sup>	Personnel Data	View Teacher Certification	Teachers can make updates to their license until Oct 1 <sup>st</sup>
10 <sup>th</sup>	Month 1 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
10 <sup>th</sup>	Month 1 Monthly Student Data File	Send file (MSD)	<p><b>Reports to run before approving your monthly district data:</b></p> <ul style="list-style-type: none"> <li>Monthly Attendance Pre-Approved</li> <li>Student Release To</li> <li>Student Transfer To</li> <li>Student Roster Holding Area</li> <li>Student Roster Entrance</li> <li>Student Roster Ownership</li> <li>Holding Area Student Indicators</li> <li>Holding Area Absences</li> <li>Holding Area Student Schedule</li> <li>Holding Area Carnegie Unit with No Credit</li> <li>Holding Area Vocational Student Indicators</li> <li>Holding Area Student Entries</li> <li>Holding Area Withdrawals</li> <li>Holding Area Incidents/Disposition</li> <li>Holding Area Student Schedule</li> </ul> <p><b>Reports to run after approving your monthly district data:</b></p> <ul style="list-style-type: none"> <li>Monthly Attendance Post-Approved</li> <li>Student Release From</li> <li>Student Transfer From</li> <li>Student Roster Entrance</li> <li>Student Roster Ownership</li> <li>Student Indicators</li> <li>Unexcused Absences</li> <li>Five or More Absences</li> <li>Gifted Students</li> <li>Carnegie Unit with No Credit</li> </ul>
Daily/10 <sup>th</sup>	Student Discipline and Incident Reports	Send file (DSD)/ (MSD)	<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 style="text-align: center;">Validate Validate</p> <p>Student Discipline Report Discipline Incident Summary Report</p>
15 <sup>th</sup>	Financial Data	Send file (FETS)	<p><b>Last Day to Approve Financial Data.</b></p> <p><a href="#">FETS-instructions-with-screen-captions</a>  <a href="#">FETS-Frequently Asked Questions</a>  <a href="#">FETS Information</a></p>
27 <sup>th</sup>	Summer Activity Deadline	Summer Activity Data Entry	<p>Students who were in attendance last year (Month 9) but did not return this school year (Month 1). Due by 12:00 pm</p> <p style="text-align: center;">Validate</p> <p>Summer Activity Report</p>
30 <sup>th</sup>	Personnel Data	Send file	<p>General Schedule Entry Module -  Updates District Personnel Approval.  Accreditation Edits Report.  MAEP Edit Reports.</p>

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# 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	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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	Send file (DSD)/(MSD)  Validate Validate	<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	Incoming Kindergarten Data Entry  Validate	<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>General Schedule Entry Module -                      Updates District Personnel Approval.                      Accreditation Edits Report.                      MAEP Edit Reports.</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

## DECEMBER

Due Date	Item	Submission Method	Notes
6th	Finalize Personnel Data	Send file	District Personnel Approval. Accreditation Edits Report. MAEP Edit Reports. <b>Access to Personnel is removed at 12 noon.</b>
6 <sup>th</sup>	Month 3 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
6 <sup>th</sup>	Month 3 Monthly Student Data File	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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	Send file (DSD)/(MSD)  Validate Validate	<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>
6 <sup>th</sup>	Incoming Kindergarten Students	Incoming Kindergarten Data Entry  Validate	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

## JANUARY

Due Date	Item	Submission Method	Notes
17 <sup>th</sup>	Month 4 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
17 <sup>th</sup>	Month 4 Monthly Student Data File	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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/17 <sup>th</sup>	Student Discipline and Incident Reports	Send file (DSD)/(MSD)  Validate Validate	<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>
17 <sup>th</sup>	Incoming Kindergarten Students	Incoming Kindergarten Data Entry  Validate	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

## FEBRUARY

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 5 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
10 <sup>th</sup>	Month 5 Monthly Student Data File	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate  Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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            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	Send file (DSD)/(MSD)  Validate Validate	<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	Incoming Kindergarten Data Entry  Validate	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

## MARCH

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 6 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
10 <sup>th</sup>	Month 6 Monthly Student Data File	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate  Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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	Send file (DSD)/(MSD)  Validate Validate	<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	Incoming Kindergarten Data Entry  Validate	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

## APRIL

Due Date	Item	Submission Method	Notes
10 <sup>th</sup>	Month 7 Monthly Days Taught File	Send file (MDT)	Number of Days School was open for students to attend class. Each grade level is reported. Required before submission of MSD file.
10 <sup>th</sup>	Month 7 Monthly Student Data File	Send file (MSD)  Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate Validate  Validate Validate Validate Validate Validate Validate Validate Validate Validate	<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	Send file (DSD)/(MSD)  Validate Validate	<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	Incoming Kindergarten Data Entry  Validate	<p>This is for grade 64 students only with an entry code of E1, E5 or E6</p> <p>Incoming Kindergarten Report</p>

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# MSIS ANNUAL DATA REPORTING CALENDAR

28 <sup>th</sup>	Graduation Option	Graduation Option Data Entry  Validate	This screen lists graduates with a traditional diploma and the option(s) that was utilized for the student to graduate. Last day to use the screen for this school year. Graduation Option Report
30 <sup>th</sup>	Teacher Absence Information	Data Entry	<b>Effective 2022-2023 School Year the Teacher Absence is OPTIONAL for reporting</b>
30 <sup>th</sup>	MSIS Access		<b>Access to MSIS is removed at 12 noon on June 30<sup>th</sup></b>

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