

DATA SUBMISSION

1. Checks to see if school is active – Automatic failure file stops processing.
2. **DELETE SCHEDULE information for the SCHOOL submitted by the DISTRICT**
3. Checks to see if Employee District Data exists for SSN in current year or exception check.
4. Check valid Term/Semester Code.
5. Check for valid period number.
6. Check for valid Course Code
7. Check for valid Carnegie Unit
8. Check for valid Special Program Code (Funding)

Exception – if you are sharing a teacher or professional services, MSIS checks to see if the employee exists.