RECONFIGURATION SCHOOL:

Your Superintendent needs to send a letter to Accreditation, School Financial Services and OTSS. A copy of the board minutes approving the school reconfiguration.

School Demographics Screens – Grades

![Image of School Demographics Screens]

Grades cannot be removed from a school if Month 01 enrollment for that grade has been submitted to MSIS.

The instructional minutes on the school demographics must be updated annually to reflect the total class minutes in a school day for each grade. The minutes impact Accreditation and MAEP Calculations as well as SPED LRE.

Business Managers (per MDE School Financial Office) - Please note that this information will impact funding. If you can ensure that the appropriate personnel know to keep this updated, it will help ensure that your calculations are as accurate as possible.

1. To Add a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Check the Taught box then use the tab key to add the minutes (Inst, Lunch and/or Recess).

2 To Modify a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Then use the tab key to change the minutes (Inst, Lunch and/or Recess).

3. To Delete a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Before you uncheck the taught/other box change the minutes (Inst, Lunch and/or Recess). Then uncheck the Taught/Other box.