

Approve Imported Student Data

To access this screen go to MODULES>DISTRICT/SCHOOL>APPROVE IMPORTED STUDENT DATA.

School Name	Holding Date	Valid?	Report Run?	Approved Date
020 MC LAURIN ELEMENTARY SCHOOL	04/30/2015	Y	Y	05/07/2015
026 MORGANTOWN LEADERSHIP ACADEMY	04/30/2015	Y	Y	05/07/2015
027 MORGANTOWN COLLEGE PREP ACADEMY	05/04/2015	Y	Y	05/07/2015
028 MORGANTOWN ARTS ACADEMY	04/30/2015	Y	Y	05/07/2015
036 ROBERT LEWIS MAGNET SCHOOL	04/30/2015	Y	Y	05/07/2015
040 JOSEPH L FRAZIER ELEMENTARY	04/30/2015	Y	Y	05/07/2015
043 NATCHEZ EARLY COLLEGE ACADEMY	05/05/2015	Y	Y	05/07/2015
044 NATCHEZ HIGH SCHOOL	05/07/2015	Y	Y	05/07/2015
045 NATCHEZ FRESHMAN ACADEMY	04/30/2015	Y	Y	05/07/2015
056 SUSIE B WEST ELEMENTARY SCHOOL	04/30/2015	Y	Y	05/07/2015

This screen allows the authorized District user to see the current status of student data imported for each school. You can see the date that the last MSD file was sent and whether it passed the edits or not. If the Holding Date is blank then no MSD files have been sent for that school for that reporting period. If the school is red then the MSD file has errors that need to be corrected. Look in View/Download Results to see the errors and assist the school in clearing up those errors. Recreate and resubmit the file once corrections have been made in the school package.

When the file passes all the edits and the file is a success, the valid field will have a 'Y'. The Report Run field will have an 'N'. When a school has successfully submitted a file, you should go to REPORTS>MONTHLY ATTENDANCE>PRE-APPROVED and run the report for that school and verify the data. You should also go to REPORTS>STUDENT ROSTER>HOLDING AREA and run the report and verify that all students have been sent. Other Holding Area reports should also be run at this time. These reports are: Holding Area Student Entries, Holding Area Student Withdrawals, Holding Area Incidents/Dispositions, Holding Area Student Indicators, Holding Area Absences, Holding Area Carnegie Unit With No Credit (important for Month 09), and Holding Area Vocational Student Indicators. A hard copy or PDF file of each month's Holding Area reports should be saved for auditing purposes. These reports are accessed by going to REPORTS>STUDENT DATA>HOLDING AREA and then selecting the desired report. If the reports look okay then go to the APPROVE IMPORTED STUDENT DATA screen and click in the Approved field for that school. The date will default to the current date. You WILL NOT be able to approve a school if the PRE-APPROVED MONTHLY ATTENDANCE REPORT has not been run. Click on the green diskette in the upper left corner to save the approval. Repeat this until all schools have been approved.

Once all schools have been approved for the reporting period, the Approved Date for the district will be enabled. Click in that field and the current date will be displayed. Click on the green diskette to save. It will say PENDING in the status field. A procedure will run each night that will move the data from the holding area to the permanent area for all districts that are PENDING. The next day the status should say COMPLETED for that reporting period. Once it says COMPLETED your student data for that month can be viewed in MSIS.