Approve Imported Student Data

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

Inter	faces	Maintenance	Modules	Beports §	Security Que	ery Block	k He	elp				
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						Repo	rting					
Dis	strict	Name				Perio	d	Year		Approve	d Date	Status
01	30	INATCHEZ-	ADAMS S	CHOOLI	JIST	8	-	201	4-2015	05/07/2	2015	COMPLETED
					[School	s in Hold	ing A	real				
											Report	t
Scl	hool M	Name							Holding Date	Valid?	Run?	Approved Date
02	20	MC LAURIN	ELEMEN	TARY SC	HOOL				04/30/2015	Y	Y	05/07/2015
02	20 26	MC LAURIN	ELEMEN	DERSHIP	HOOL ACADEM	Y			04/30/2015	Y	Y	05/07/2015
02	20 26 27	MC LAURIN MORGANTC MORGANTC		TARY SC DERSHIP LEGE PF	HOOL ACADEM REP ACAD	Y			04/30/2015 04/30/2015 05/04/2015	Y Y Y	Y Y Y	05/07/2015 05/07/2015 05/07/2015
02 02 02 02	20 26 27 28	MC LAURIN MORGANTC MORGANTC MORGANTC	ELEMEN WN LEA	TARY SC DERSHIP LEGE PF	HOOL ACADEM REP ACAD	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015	Y Y Y Y	Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 02	20 26 27 28 86	MC LAURIN MORGANTO MORGANTO MORGANTO ROBERT LE	ELEMEN WN LEA WN COL	TARY SC DERSHIP LEGE PF S ACADE GNET SC	HOOL ACADEM REP ACAD MY HOOL	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015	Y Y Y Y Y	Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 02 03 04	20 26 27 28 36 40	MC LAURIN MORGANTC MORGANTC MORGANTC ROBERT LE JOSEPH L F	ELEMEN WN LEA WN COL WN ART WIS MAG RAZIER	TARY SC DERSHIP LEGE PF S ACADE GNET SC ELEMENT	HOOL PACADEM REPACAD MY HOOL FARY	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 04/30/2015	Y Y Y Y Y	Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 03 04 04	20 26 27 28 86 40 13	MC LAURIN MORGANTC MORGANTC MORGANTC ROBERT LE JOSEPH L F NATCHEZ E	ELEMEN WN LEA WN COL WN ART WIS MAG RAZIER ARLY CO	TARY SC DERSHIP LEGE PF S ACADE GNET SC ELEMENT DLLEGE A	HOOL PACADEM REPACAD MY HOOL FARY CADEMY	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 04/30/2015 04/30/2015	Y Y Y Y Y Y	Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 03 04 04 04	20 26 27 28 66 10 13 14	MC LAURIN MORGANTO MORGANTO ROBERT LE JOSEPH L F NATCHEZ H	ELEMEN WN LEA WN COL WN ART WIS MAG RAZIER ARLY CO IGH SCH	TARY SC DERSHIF LEGE PF S ACADE SNET SC ELEMENT DLLEGE A OOL	HOOL ACADEM REP ACAD MY HOOL TARY CADEMY	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 04/30/2015 05/05/2015 05/07/2015	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 03 04 04 04 04	20 26 27 28 86 10 13 14 15	MC LAURIN MORGANTO MORGANTO MORGANTO ROBERT LE JOSEPH L F NATCHEZ E NATCHEZ FI	ELEMEN WN LEA WN COL WN ART WIS MAG RAZIER ARLY CO IGH SCH RESHMA	TARY SC DERSHIF LEGE PF S ACADE SNET SC ELEMENT DLLEGE A OOL N ACADE	HOOL ACADEM REP ACAD MY HOOL FARY CADEMY	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 04/30/2015 05/05/2015 05/07/2015 04/30/2015	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 03 04 04 04 04 04	26 27 28 36 40 43 44 45 66	MC LAURIN MORGANTC MORGANTC ROBERT LE JOSEPH L F NATCHEZ E NATCHEZ F SUSIE B WE	ELEMEN WN LEA WN COL WN ART WIS MAC RAZIER ARLY CO IGH SCH RESHMA ST ELE	TARY SC DERSHIP LEGE PF S ACADE GNET SC ELEMENT DLLEGE A OOL N ACADE MENTARY	HOOL ACADEM REP ACAD MY HOOL FARY CADEMY	Y			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 04/30/2015 05/05/2015 05/07/2015 04/30/2015 04/30/2015	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 02 03 04 04 04 04 04	26 27 28 36 40 13 14 15 66	MC LAURIN MORGANTC MORGANTC MORGANTC ROBERT LE JOSEPH L F NATCHEZ E NATCHEZ H NATCHEZ H SUSIE B WE	ELEMEN WN LEA WN COL WN ART WIS MAG RAZIER ARLY CO IGH SCH RESHMA	TARY SC DERSHIP LEGE PF S ACADE SNET SC ELEMENT DLLEGE A OOL N ACADE MENTARY	HOOL ACADEM REP ACAD MY HOOL TARY CADEMY MY SCHOOL	Y EMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 05/05/2015 05/07/2015 04/30/2015 04/30/2015	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015
02 02 02 03 04 04 04 04 04	20 26 27 28 36 40 43 44 45 66	MC LAURIN MORGANTC MORGANTC MORGANTC ROBERT LE JOSEPH L JOSEPH L NATCHEZ E NATCHEZ H NATCHEZ FI SUSIE B WE	ELEMEN DWN LEA DWN COL DWN ART WIS MAG RAZIER ARLY CO IGH SCH RESHMA EST ELEM	TARY SC DERSHIF LLEGE PF S ACADE SNET SC ELEMENT DLLEGE A OOL N ACADE MENTARY	HOOL ACADEM REP ACAD MY HOOL TARY CADEMY MY SCHOOL	Y YEMY			04/30/2015 04/30/2015 05/04/2015 04/30/2015 04/30/2015 05/05/2015 05/05/2015 05/07/2015 04/30/2015	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y	05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 05/07/2015 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.