

MONTH 09 NOTES

In the past, we have had schools that sent all or most of the students in the school as non-promoted in Month 09, or all or most of the students in the school were marked as graduates/completers. Please be aware of the defaults in your school package so that you do not have these problems. Run the Student Roster Holding Area report to check your data BEFORE approving the school.

REQUIRED DATA ELEMENTS FOR MONTH 09

1. Final Grade for *all* courses on a student's schedule - this is an alphanumeric field
Any letter or number on the keyboard is a valid entry in the final grade field. The final grade field cannot be empty.

2. Semester 1 and Semester 2 grades - this is an alphanumeric field. Any letter or number on the keyboard is a valid entry in the semester grade field.

NOTE: Keep in mind that a high school student's record in MSIS is incomplete in most cases without the semester grades

3. Carnegie Units - must match those in MSIS for the course code

4. Credits - must equal the last 2 digits of the carnegie units or 0.0 (if the student did not pass the course). There has been a problem with high schools not sending credits. Please verify that credits are in the XML file sent to MSIS. Elementary courses, courses with carnegie units of 000, 100 or 200 and failed courses should have a credit of 0.0. All other courses should have credits of 0.5, 1.0, 1.5, 2.0 or 2.5 whatever is applicable for the course code.

5. Promote Indicator - must be Y or N. You should run the **Student Roster Holding Area** report when your school has a successful file, but before you approve the school. This report lists the students that are in the XML file and shows on each student whether his/her promotion indicator is Y or N. It is very important to check this data before approving the school for Month 09. If the promotion indicator is incorrect, you may not be able to use the **Year-End Student Transfer** screen properly.

6. Promote Date (MM/DD/YYYY) - date must be within current school year

7. Graduation Type for all Graduates/Completers

CODE	DESCRIPTION
T	Traditional (diploma) can only be used if student is in grade level 12
G	GED
O	Other Completers (Special Education certificate)
OD	Occupational Diploma (for SPED Students only)

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On students that are completers/graduates, the type of completer/graduate code sent in the XML file will be shown on the **Student Roster Holding Area** report. It is very important to check this data before approving the school for Month 09. If the completer/graduate code is missing, then MSIS assumes that the student did not finish, and the student will not be counted when the graduation rate is calculated. The student will be on the Summer Activity screen for the next school year, since the student will not be enrolled anywhere for the next school year.

8. Check your vocational data - be sure to check that the vocational indicators are correct before submitting Month 09
9. The Vocational Indicator STATUS is required in Month 09 (OR whenever a Final Grade is submitted for a vocational course):
 - P - Passed
 - F - Failed

CTE (Vocational) Indicators to be checked by Month 09 in MSIS

The following indicators are to be checked by the last submission of data:

1. **Disadvantaged** - those students who are academically disadvantaged, however the local districts make this determination. Mark this indicator only if the student is academically disadvantaged or a foster child. The Office of Child Nutrition will provide the information of those students who are economically disadvantaged as determined by free and reduced lunch.
2. **Disabled** - those students who are disabled as determined by Individuals with Disabilities Education Act (IDEA)
3. **Single parent** - those unmarried students (male or female) who have children or a child. This category also includes single pregnant women.
4. **Displaced homemaker** - generally does not apply to secondary students
5. **LEP** - those students who have limited English proficiency
6. **Capstone** - those students who are enrolled in a Cooperative Education program after completion of another two-year vocational skills program. The district must have a Cooperative Education program in order to have Capstone students. Cooperative Education programs do not necessarily have Capstone students.

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11th GRADERS THAT RECEIVE TRADITIONAL DIPLOMAS

Any 11th grader who receives a traditional diploma must be transferred from grade level 11 (T1) to grade level 12 (E2) in Reporting Month 09 (you must use a different date for each of these). This must be done before you can enter a graduate type of T (for Example – (T1) May 16, 2018 from grade level 11 and (E2) May 17, 2018 to grade level 12).

YEAR-END STUDENT TRANSFER SCREEN

Once your district has completed Month 09, if you have students who need to move from one school to another over the summer use the **Year-End Student Transfer** screen.

The **Year-End Student Transfer** screen has been assigned to the District Student Administrator role. Use this screen to transfer your students from one school to their next school *within* your district.

Remember, only students with the Promote indicator set to Y will show up on this screen.

You will have access to this screen through June 30th. On July 1st, you will not have access to MSIS while the new student ownership tables are built for the next school year.

If you have completed Month 09, you are ready to use the **Year-End Student Transfer** screen (**Modules > Student > Year-End Student School Transfers**).

Please remember the following concerning this screen:

- 1) It only pulls students whose promote indicator is set to Y.
- 2) You can use it as many times as needed through **June 30th**.
- 3) The screen is associated with the District Student Administrator role.
(This is not a school level screen).
- 4) You should create any new schools that you have opening this fall before using the screen (if you need to transfer students to the new school).
- 5) Do not make any schools inactive until you use this screen to transfer students.
- 6) You will not see the ownership for the transfer school until we run the new ownership procedure in MSIS, and MSIS comes back up.
- 7) **June 30th is the LAST day to use this screen.**

For additional help, the presentation slides discuss this module.

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INITIAL LOAD

Initial Student Load File – this file can be submitted from **June 1st** and continue until noon on **September 30th** with Kindergarten students for fall enrollment. If you do not send an *Initial Student Load* file on these students, then you will have to get their MSIS numbers individually on the **Request Student ID** screen in MSIS. Any student sent in this file must be *under the age of 7 by September 1st*.

POST-GRADUATE PLANS

The **Post-Graduate Plans** screen in MSIS can be found under **Modules > District/School > Post Graduate Plans**. Rights to this screen have been given to the District and School Student Administrator roles. The post-graduate plans for the students who are 2018 graduates/completers should be entered in MSIS by **August 31st**. When the screen is accessed, you will see all of the schools in your district which indicates *grade level 12 was taught during the school year*.

If you have any questions please contact the MSIS Help Desk at mdeapps@mdek12.org.