

Student Package Reports & Corresponding MSIS Reports

SAP Reports Corresponding to MSIS Reports

NOTE: Even though these reports correspond, they don't always match. Since they come from two very different systems, it is often necessary to manually balance, or reconcile, the reports.

MSIS Report

SAM Corresponding Report

Monthly Attendance Pre-Approved Report

State Reporting/MS State Reports/MAS Report

Monthly Attendance Post-Approved Report

State Reporting/MS State Reports/MAS Report

Student Roster Holding Area Report

Enrollment/Reports/Students/Student Summary
(Sorted by grade) (Report must be run on the last day of the month to be completely accurate)
OR
Enrollment List on the last reporting day of the month
SAM Query Generated.

Since the two reports are not listing exactly the same thing you must subtract from the Holding Area Total ALL Transfers out of the school and all duplicates listed in the Holding Area report that are due to multiple entries into the same grade during the month or other situations that cause duplicates to occur in the Holding Area Report.

Holding Area Absences Report

Attendance/Reports/Student Attendance Report
(Sorted by grade/name)

Student Transfer From Report

Enrollment/Reports/Students/Withdrawal Student List
(Lists all students withdrawn from this school for the month)

(Lists Transfers this month from your school to another public school in the state)

The correct procedure to check this SAM report against the MSIS report would be to see that all of the names on the MSIS report are also on the SAM report. Also make sure all T3s on the SAM report can be found in either this MSIS report or the "Student Release From:" report.

Matching counts is not a good way to check this report but in most cases if you count the T3 students on both this SAM report it will equal the number of students on BOTH this MSIS report and the "Student Release From:" report.

Report Student Transfer To

Enrollment/Reports/Students/Entry Student List
(Lists all students who have transferred into the school during the month)

(Lists Transfers this month to your school from another public school in the state)

The correct procedure to check these two reports is to check to make sure every name on the MSIS report is also on the SAM Report. Also make sure that all E4 coded students on the SAM report are on this MSIS report or on the MSIS Student Release To: report.

NOTE: The source school may or may not match the SAM report. If a student attended a Non-Miss Public School prior to entering the listed transfer then MSIS will report the last Miss Public School Attended while the SAM report will list the last Non Miss Public school attended.

This document is nearly impossible to reconcile by a simple count. However if you wish to try you would count the students with a E4 code in the SAM document as well as all other E codes for students that have entered school from a non-Mississippi Public School but who have attended a Mississippi public school prior to attending the school from which they are coming.

Student Package Reports & Corresponding MSIS Reports

MSIS Report Student Release From Report

(Shows Students Withdrawn from this school this month and released to another Miss Public School but whose transfer has not been completed by the receiving school)

If there are names on this report, you should contact the receiving school and try to get the transfer completed.

SAM Corresponding Report Enrollment/Reports/Students/Withdrawal Student List (Lists all students withdrawn from this school for the month)

Any names on this MSIS report should be on the SAM report. There may be students on the SAM list that are NOT on the MSIS list. They transferred to an Non-Miss Public School

Student Release To Report

(Shows students who have been released by another Miss Public School this month to this school but transfer has not been completed by this school)

This report should be blank and if it is not you should go complete any transfers thereby making it blank.

Enrollment/Reports/Students/Entry/Student List (Lists all students who have transferred into the school during the month)

If there are names on the MSIS report you should find them on the SAM report. Will include all entry students regardless of their MSIS transfer status .

MSIS Report

Power School Corresponding Report

Monthly Attendance Pre-Approved Report

System Reports / State / MS Monthly Attendance Summary by Grade Report

Monthly Attendance Post-Approved Report

System Reports / State / MS Monthly Attendance Summary by Grade Report

Student Roster Holding Area Report

System Reports / State / MS Monthly Attendance Summary by Grade Report (Display Audit Table - YES)

Holding Area Absences Report

System Reports / State / MS Daily Absentee Report (Group By - Grade Level)

Student Transfer From Report (Lists Transfers this month from your school to another public school in the state)

System Reports / State / MS Gains and Losses Report (Run Audit Report)

Report Student Transfer To (Lists Transfers this month to your school from another public school in the state)

System Reports / State / MS Gains and Losses Report (Run Audit Report)

Student Release From Report (Shows Students Withdrawn from this school this month and released to another Miss Public School but whose transfer has not been completed by the receiving school)

System Reports / State / MS Gains and Losses Report (Run Audit Report)

If there are names on this report, you should contact the receiving school and try to get the transfer completed.

Student Release To Report (Shows students who have been released by another Miss Public School this month to this school but transfer has not been completed by this school)

System Reports / State / MS Gains and Losses Report (Run Audit Report)

This report should be blank and if it is not you should go complete any transfers thereby making it blank.

Student Package Reports & Corresponding MSIS Reports

MSIS Report

Chalkable Corresponding Report

Monthly Attendance Pre-Approved Report

Daily/Attendance Reports/State Reports/MSIS Pre-Approval Report

Monthly Attendance Post-Approved Report

Daily/Attendance Reports/State Reports/MSIS Pre-Approval Report

Student Roster Holding Area Report

Student/Student Reports/Listing (Sort by grade) (Report must be run on the last day of the month to be completely accurate)

Holding Area Absences Report

Daily/Attendance Reports/Cumulative Daily Absences (Sort by grade)

Student Transfer From Report

Daily/Attendance Reports/Entries/Withdrawals/Entries

Student Transfer To Report

Daily/Attendance Reports/Entries/Withdrawals/Withdrawals

Student Release From Report

Daily/Attendance Reports/Entries/Withdrawals/Entries

Student Release To Report

Daily/Attendance Reports/Entries/Withdrawals/Withdrawals