

Direct Certification

New Process for School Districts

June 2013



Agenda

- Current Direct Certification Process
- New Process Overview (Purpose & Goals)
- How to use the New Process
- Accessing the new Direct Certification Process

- USDA requiring:
 - 80% direct certification (DC) rate in school year 2011-2012
 - 90% DC rate in school year 2012-2013
 - 95% DC rate in school year 2013-2014 and thereafter

Why is the process being changed?

Missouri's current system is inefficient.

Missouri's current rate is 72%.

A new system will help ensure all eligible students have access to free school meals.

Nutrition is very important for academic achievement, as well as good health.

Current Direct Certification Process

- List of eligible children based on their zip code is created and made available to Local Education Agencies (LEAs)
- Current process is not efficient—it is a 43-step process
- Updated list of eligible children made available to LEAs only 3 times per year

New Process Overview

- Federal Grant was awarded to assist with meeting the new requirement of a 95% direct certification rate
- Goal is to improve the direct certification percentage by making the process less burdensome
- Eligibility has been incorporated into MOSIS
- Allows more targeted delivery of eligibility since districts request eligibility status versus referencing a list
- Students without a match must still complete the school meals application form if they or their family believe they are eligible for free meals

New Process

LEAs:

- Create a list of pre-school and school students currently enrolled in the National School Lunch Program.
- Upload list to the New MOSIS Direct Certification Lookup
- Retrieve Excel report listing eligible students in MOSIS
- Use list to directly certify the appropriate students and manually enroll the others
- New Direct Certification Lookup will be updated monthly! LEAs must run the report July, October and January each school year. New Lookup file available the 10th of each month.

Documentation

- Requesting Access:
https://k12apps.dese.mo.gov/webapps/um/um_access_request.aspx
- Layout/Template:
<http://dese.mo.gov/MOSIS/FileLayout.html>

File Layout

Item Name	Required	Definition
Collection Version	Required	Collection version should contain this value 'ALL1.0DirectCert'
State ID	Required	State assigned student identifier.
Local Student ID	Optional	Local student id maintained by the district. Allows for data to be associated to local systems from DESE source systems.
Last Name	Required	Legal last name.
First Name	Required	Legal first name.
Middle Name	Optional	Legal middle name.
Suffix	Optional	Legal name suffix. E.g. Jr, Sr
Date of Birth	Required	Date of birth.
SSN	Optional	Social Security Number. Formats allowed (999999999) or (999-99-9999)
Student Grade Level	Optional	Grade level as of the time data is being submitted unless otherwise specified.
Gender	Optional	Gender
Race	Optional	Pre-defined Race / Ethnic code.

Accessing the New Direct Certification Process

DESE Web Applications

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

DESE Secured Web Application Logon

IMPORTANT NOTICE:

All Systems - Due to general maintenance, all applications will be unavailable every Monday morning from 12:30 am to 3:30 am.
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password :

To view information available to the general public, Click

If you do not have a user name and password, Click

If you forgot your Username/Password, Click

Still having problems logging in to Web Applications? Please send your questions to webapphelp@dese.mo.gov or (573) 751-9821 providing your name, user id, school district name, phone number, and county-district code with your request.

MOSIS



▼ User Applications

▼ Cross-Divisional Systems

- ▷ ARRA
- ▷ Educator Qualifications
- ▷ PECS
- ▷ Missouri Student Information System (MOSIS)

▼ Financial & Administrative Services

- ▷ Annual Report of the County Clerk to the State Board of Education
- ▷ School Finance

▼ Nonpublic System Only

- ▷ Nonpublic Registration Form

▼ Office of Educator Quality

- ▷ Educator Certification System

▼ Office of Quality Schools

- ▷ Annual Performance Report
- ▷ Data Collection

▼ Office of Special Education

- ▷ Special Education: Early Childhood

▼ Reports

- ▷ Missouri Comprehensive Data System (MCDS)

▼ User Information

- ▷ User Manager
- ▷ Change Password
- ▷ Edit User Profile
- ▷ Edit Security Question/Answer

▼ Report

- ▷ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- ▷ Logon/Logoff

User's Agreement



Missouri Student Information System (MOSIS) – User's Agreement

Individual student information contained in the Missouri Department of Elementary and Secondary Education's MOSIS is collected for the purpose of generating unique student identification numbers. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to records in the MOSIS are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from the MOSIS may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the MOSIS is strictly prohibited. Users violating the authorized use of the MOSIS will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

I have received and read the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy for the Missouri MOSIS](#).

I Agree to the Above User's Agreement

MO Department of Elementary and Secondary Education

Send questions to: webreplymosis@dese.mo.gov

"Missouri public schools: the best choice...the best results!"

MOSIS Data Collection

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

**MO Student Information System
(MOSIS) Access Request**

Help Menu

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Choose Component

[MOSIS: ID Assignment](#)

[MOSIS: Data Collection System](#)

Current Submissions – Direct Certification

Welcome to MOSIS Data Collection

Please select a submission

Year: Cycle:

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
Direct Certification Lookup			Run a Trial			July	2012
2012 June ASVAB		Oct 15, 2012	Run a Trial			June	2012
2012 PS-Adult Perkins Core		Jun 30, 2012	Run a Trial			PostSec	2012
June 2012 ID Cleanup		Jun 30, 2012	Certified Trial-DESE	07-01-2012 4:16pm	SENT	July	2012
June 2012 Student Core, Enrollment and Attendance		Jun 30, 2012	Latest Trial	07-12-2012 11:55am	NOT SENT	June	2012
June 2012 Student Course Completion		Jun 30, 2012	Run a Trial			June	2012
June 2012 Student Discipline		Jun 30, 2012	Run a Trial			June	2012
June 2012 Summer Course/Student Assignment		Jun 30, 2012	Run a Trial			June	2012
2012 EOC Exception Collection		Jun 29, 2012	Run a Trial			PreCode	2012
April 2012 Student Core		Apr 30, 2012	Certified Trial	07-01-2012 3:39pm	SENT	April	2012
			Backup Trial	05-29-2012 4:07pm	NOT SENT	April	2012
2012 EOC Spring Assessment Precode (2nd window)		Mar 23, 2012	Certified Trial	03-23-2012 1:53pm	SENT	PreCode	2012
February 2012 Student Core		Feb 15, 2012	Run a Trial			February	2012
February 2012 Student Graduate Follow Up		Feb 15, 2012	Run a Trial			February	2012
2012 MAP Spring Assessment Precode		Jan 20, 2012	Certified Trial	12-28-2011 9:43am	SENT	PreCode	2012



Run a Trial

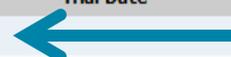
Welcome to MOSIS Data Collection

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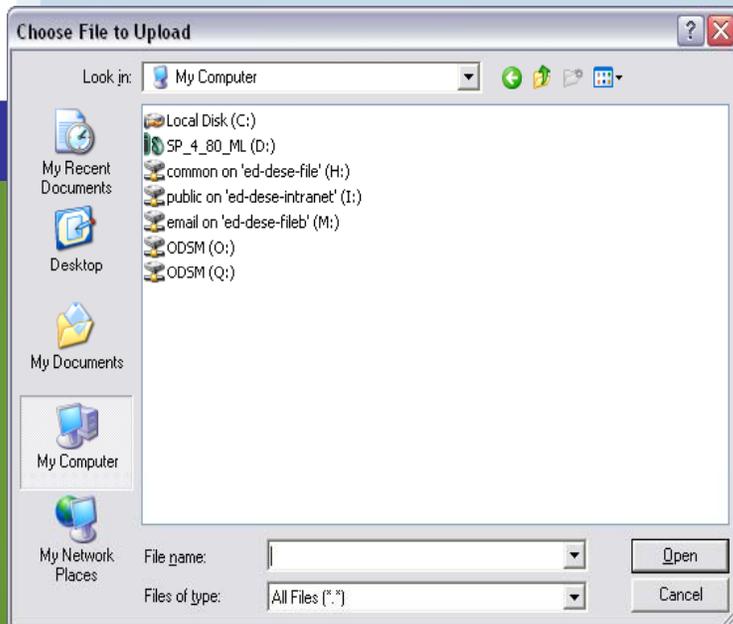


Browse & Import

[Home](#) > [Direct Certification Lookup](#) > **Import Source Data**

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (Student):



webreplyMOSIS@dese.mo.gov

Import

[Home](#) > [Direct Certification Lookup](#) > **Import Source Data**

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (Student):

C:\Documents and Settings\acastle\\Desktop\DIRECTCERT_TEST

[Browse...](#)

[Import](#)

[Cancel](#)



MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

[Home](#) > **Direct Certification Lookup**

[New Trial](#)

Latest Trial

Created: **processing...**

Not Started
Your job will run next.



Submitted: [There are no certified submissions.](#)

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Latest Trial

[Home](#) > Direct Certification Lookup

New Trial

Latest Trial

Created: 01-02-2013 2:00pm
Last Activity: Validated at 01-02-2013 2:01pm

[Save](#) [Download](#) [Revalidate](#) [Certify](#) [Delete](#)



Errors (0)
Warnings (0)



Records (1)



Reports

Submitted: There are no certified submissions.

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Report

[Home](#) > Direct Certification Lookup

New Trial

Latest Trial

Created: 01-02-2013 2:00pm
Last Activity: Validated at 01-02-2013 2:01pm

[Save](#) [Download](#) [Revalidate](#) [Certify](#) [Delete](#)



Errors (0)
Warnings (0)



Records (1)



Reports



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Report

[Home](#) > [Direct Certification Lookup](#) > **Latest Trial**

Created 01-02-2013 2:01pm.

Records	Edits	Reports
Students 1	Congratulations! Your submission has no violations.	Direct Certification Lookup Report (MS Excel)



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Report

Direct Certification Lookup Report

This report displays the lunch program qualification status of the students provide below. This information is provided by Missouri Department of Social Services.

Trial Name: Latest Trial
Trial Date: 2013-01-07 08:35:30
User Name: <username>
Report Date: 2013-01-07 08:35:56
Report Name: School Lunch: Direct Certification

MOSIS Student ID	Local Student ID	Legal Last Name	Legal First Name	Legal Middle Name	Legal Name Suffix	Date of Birth
<stateid>		<lastname>	<firstname>			<dateofbirth>
<stateid>		<lastname>	<firstname>			<dateofbirth>
<stateid>		<lastname>	<firstname>			<dateofbirth>
<stateid>		<lastname>	<firstname>			<dateofbirth>

Social Security Numb	Student Grade Leve	Gender	Race/Ethnicity	Soc. Serv. First Name	Soc. Serv. Last Name	Soc. Serv. Middle Nam
				<lastname>	<firstname>	<middlename>
				<lastname>	<firstname>	<middlename>
				<lastname>	<firstname>	<middlename>
				<lastname>	<firstname>	<middlename>

Soc. Serv. Date of Bir	Soc. Serv. Last Four	Student Address	Guardian/Parent Firs	Guardian/Parent Last	SNAP	TANF	Foster
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	Y	

Contact Us

Program Questions:

Karen Wooton or Joanna Hosier

573-751-7664

MOSIS Questions:

Amber Castleman

Phone: 573-526-2572



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