

2019 October Cycle Webinar
Questions and Answers

General October Cycle questions

Q: If a student is on suspension for the 10 days prior to the count date, will they be an ‘N’ or would they be a ‘Y’ in the enrolled on count date field?

A: That student would be marked as a ‘Y’ in the October Student Core file.

Q: Can you explain the correct way to report credit recovery courses in October versus June Course Completion? Do we have to update the October Student Assignment to report those credits in June?

A: Credit recovery may be reported with the At Risk course code in October, and the specific subjects are reported in June Course completion. The student assignment file would not need to be updated in October if you have them listed as courses.

Q: How to report trimester classes for Jr. High? Do I enter the start and end dates attached to classes?

A: You will not enter start or end dates on these courses. If they are trimester classes, just report them that way and the dates are not necessary.

Q: If changes are made to 2nd semester classes after the October submission, do I need to re-submit October before completing the June?

A: Yes. All changes throughout the school year are to be reflected in the October files.

Q: We offer courses through Accellus this year. How are these courses reported? We might have a child taking a class in Italian but sitting in a room supervised by another teacher, who has no certification related to foreign language?

A: This should be a situation where the course is reported with the 'S' course delivery system. The supervising teach would then be the teacher of record and should be reported.

Pre-Kindergarten State Aid

Q: Our PreK program is fully funded by Title I. Based on your information, which means we are not eligible to claim any PreK kids for ADA, is that correct?

A: That is correct. You cannot claim any PreK students for state aid if they are already part of a fully funded program.

Q: Is the 4% based off total student population or just PreK?

A: The maximum headcount of PreK students that can be claimed is based upon those students in grades K-12 between the ages of 5-18 who qualify for free and reduced lunch.

Q: If a PreK student attends a morning (AM) program, but is not assigned as Grade PKA, what happens?

A: They will need to be assigned to a PKA grade level. Your district will also need a calendar for a PKA program to claim any attendance hours for the student.

Q: Our PreK program goes 3 hours per day and 125 days per year. We are receiving an error on the Calendar Header page. Does this mean we will not be able to claim PreK attendance?

A: The PreK program will have to run for a minimum of 522 hours and have no less than a 1.5 - 2 hour days. The edit can be ignored on screen 10 because it is not working correctly.

Q: For PreK attendance reporting, we have half day programs meeting 4 days per week so total hours for the year would be 399 hours. In DESE guidance on PreK reporting it is indicated that the PreK calendar should have 520 hours. Does this mean those students would not be eligible to be counted?

A: The minimum calendar is 522 hours. So if the program does not have at minimum that number of hours in session, by law, it does not qualify to be claimed for state aid.

Q: Should we put a separate calendar in Core Data for PreK students? Also, can we add a calendar if we already have a planned calendar in Core Data?

A: You must have a calendar for PreK but it may be the same as another grade level, so it could be a combined calendar. But, if it's at all different you will need one specifically for PreK. Either way, the grade level must be included in a calendar. Yes, you can go back and enter that still. No problem at all there.

Q: Our district plans on claiming PreK students for free and reduced lunch. In core data, I included PreK in our calendar for PreK-06. Is that okay? Or does PreK need its own calendar?

A: It is ok to have it as a PreK-06 calendar as long as PreK runs the exact same hours in session.

Q: We have a daycare that is ran by the district - would this program be considered an early childhood program for claiming PreK kids?

A: Daycare and PreK instruction is not the same. It needs to be a 3 and 4 year old instructional program.

Q: How do we enter the PreK calendar?

A: You enter the calendar in the August Cycle Core Data screen 10 exactly how a calendar was added for your other grade levels.

Q: How will we code the PreK kids we want to claim for ADA?

A: There is a field in the Student Core files you will mark a 'Y' in called PK Eligible State Aid.

Q: Do teachers for the PreK programs need to be certified and reported in the October files?

A: To claim a student for state aid they must be under the supervision of a certified instructor. So at minimum they must hold a teaching certificate, but to be more appropriate, certified in the correct subject area. They should be reported in October as well because the teacher must be paid minimum salary.

Q: Our PreK calendar is the same as our Elementary, however it only allows me to enter the grade levels as K-04. How do I add PreK?

A: If your building does not have a grade level for PreK, you need to contact ODSM to have the grade level added to your building. Then you can get a calendar entered.

Q: We have a PreK program with more than 522 hours, but tuition is paid by parents. Could we still claim students on free/reduced lunch for state aid if we do not charge tuition to those specific students?

A: That is correct. You can charge tuition to other students in the class, but not to those you are claiming for state aid.

Q: I was understanding the minimum hours for PreK to be 1044 hours if the calendar days were less than 174. Is the 522 minimum hours for half PreK days?

A: 522 is the minimum for a half day prekindergarten program. Yes. 1044 is for a full day program.

Q: So if we are a CEP District, would we have to collect a paper form for free and reduced lunch (FRL) on all students between grades K-12 to figure our 4%?

A: No. Only for those PreK students you want to claim for state aid. We will calculate your FRL number like we do for the WADA calculation and then take 4% of that to come up with your maximum count.

Q: If we are a Title I school K-12, will be able to collect PreK Aide?

A: You will want to talk to ESEA Finance to verify if you can claim any PreK students as it will depend on how you are spending your Title I money.

Q: Our PreK program is a blended classroom (1/2 Early Childhood Sped and 1/2 not). Can we receive ADA for those non ECSE and not mess up the funding we get for the ECSE students?

A: Potentially, please call School Finance to make sure we understand all the parameters of the situation at 573-751-0357.

Q: If we are NOT claiming ADA for our PreK, do they still have to be coded with PKA or PKP? Or is that only if we are claiming ADA?

A: Well it would be super helpful for me to know they are part time programs. And technically the enrollment should be in a PKA or PKP class so that we at the department know it's a part time program they are served in.

Q: In my student core, all my PreK students are marked as PreK only. Some students are in a regular preschool setting, one is an integrated class and I have an ECSE class that is half day (there is an AM and PM class). Would I mark just my ECSE students as PKA or PKP?

A: If it's a half day program it should be PKA or PKP.

Dual Credit/Dual Enrollment

Q: How to report students who are enrolled in dual credit online class? They are here in our building, taking the class online, in a room being supervised by a teacher, but the grades just come from the college?

A: For online dual credit courses, the appropriate dual credit site code would be COLL with the delivery system of virtual (V). If the supervising instructor needs the minutes you will code them as a Study Hall and then tie the students to them with the study hall course code.

Q: I have students who take online college courses in the library with a teacher who only supervises. We give them credit here and they receive college credit. Would these be ITV, COLL, or DIST?

A: The dual credit site would be COLL with the delivery system of virtual.

Q: If a student is enrolled in a dual credit class ran by the college professor, would the dual credit site be reported as "COLL"?

A: Yes, the Dual Credit Site code will be COLL.

Q: Are all students enrolled in a Dual Credit class marked dual credit, or do we only mark those that pay the college credit?

A: Mark the students that pay.

Q: We have students that take dual credit through ITV. The instruction is provided by the college professor. How would we report that?

A: Per Exhibit 26 in the manual, report ITV in this situation.

Q: If student has dual credit online class proctored by a teacher during the school day, I see you said it should have delivery of virtual. Does it figure as 94% attendance or as actual seat time in the proctored setting?

A: Since the student has regular allotted seat time for the course then the attendance would be actual seat time.

Q: Dual credit online-how do we report the instructor for a college class? We would have many different instructors to report? Are you saying report their SS# and report them in our system?

A: Please visit our website at <https://dese.mo.gov/quality-schools/mo-school-improvement-program/dual-credit-dual-enrollment>

Special Education

Q: Will there be any new SPED Exit codes?

A: No new codes. The only 2 we will allow are 01-Return to Regular Education and 17-Parent Withdrew Student from Special Education Services. All other exit types are reported in the Student Enrollment and Attendance file.

Q: What exit codes do we use for Special Education Exits?

A: The only two codes we will allow are 01-return to regular education and 17-parent withdrew student from special education services. All other exit types are reported in the Student Enrollment and Attendance file.

Q: How do we report our Occupational and Physical Therapists in the Educator and Course Assignment files when they are contracted staff from a private agency?

A: You can report the therapists who are providing the services. You will report 0 salary, 0 FTE and the average number of minutes the therapist is at your district providing services. You should use the program code 19.

Q: We have students that withdraw and return to their local school agency for special education services. Would we still code them a 17 or 01?

A: No, if they are transferring back to their home district, leave the special education exit field blank, and report the transfer code in the Student Enrollment and Attendance File. Only report the special education exit code if the student is still in your district, but will no longer be receiving special education services.

Q: When is the high needs field required to report?

A: The High Need Student field is required in the June Student Core file.

Q: Do we need to put ‘Y’ or ‘N’ on every IEP student that is high need?

A: For High Need Student, you can code the students with a Y or N or leave it blank.

Q: High Needs - does this apply to student's in private placement through the Special School District?

A: It could, but SSD would most likely be reporting those students in their MOSIS reporting.

Q: Do we need to include in our October Educator, School, and Course Assignment files a contracted Diagnostic Tester, if they are only testing for 2 days?

A: If you mean two days for the entire school year, then do not report that person.

EOC

Q: Will there be only one fall EOC precode window?

A: No, there will be more. The second window will be due in November. There will also be spring EOC windows. <https://dese.mo.gov/data-system-management/core-datamosis/timelines#assessprecode>

MSIP Question

Q: What is the deadline for making corrections/changes for MSIP? And what is the appeal deadline?

A: MOSIS data used by the MSIP5 APR will be captured on 11-09-18 for the Preliminary Release to districts and then captured on 12-07-18 for the Final APR. MAP data has an official appeal window of 10-29-18 to 11-09-18.