



ADULT DATA COLLECTION

A presentation to the
School Districts and Postsecondary
Institutions with Adult Career
Education Programs

Nov. 2, 2011

Missouri Department of Elementary
and Secondary Education

An Overview

- Core Data
- MOSIS System
- Adult Certification
- Approved Programs
- Salary Reimbursement
- Q&A
- Contact Information
- Web Addresses



Core Data

The section will discuss the Core Data requirements.

Core Data Web Applications Access Request

- If you do not have access to DESE Web Applications for Core Data
 - You must fill out a DESE Web Systems User ID Request
 - <https://k12apps.dese.mo.gov/webapps/securityforms/M0500-2377.pdf>



Log In to Core Data Collection System

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Jay Nixon, Governor
Chris L. Nicastro, Commissioner

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Adult Learning & Rehab. Services | College & Career Readiness | Communications & Media | Data System Management | Early & Extended Learning | Educator Quality | Financial & Admin. Services | Governmental Affairs | Quality Schools | Special Education

Features

National School Bus Safety Week
October 17-21

News & Updates

- Education Commissioner Holds KC Town Hall Meeting
- Three Students Receive State AP Scholar Award
- MO Fares Well in State of the States in Education
- MSIP 5 Comment Period Is Open until Nov. 2
- 2011-12 Missouri School Directory Is Now Online

Electronic Mailbag | **Web Applications** | MOSIS | GLE CLE | MSIP Missouri School Improvement Program | GFD | School Finance

Memos | Administrators | Teachers | Families | FAQs | Helpful Links

Quick Links
A-Z Index

Log In to Core Data Collection System (cont.)

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Web Application Logon

This page allows users to access secured DESE applications. For more detailed information, click [\[here\]](#).

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

User Name:

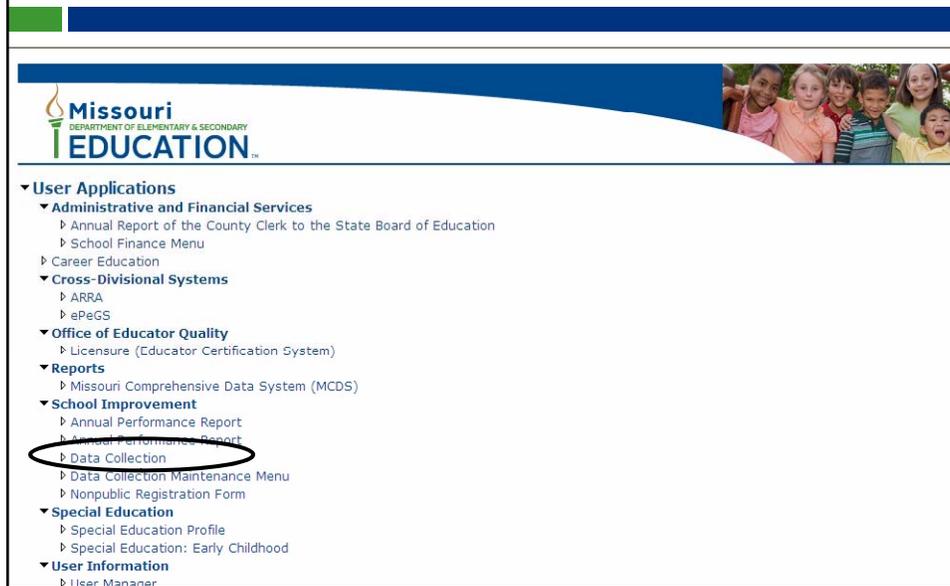
Password : ←

To view information available to the general public, Click [\[View Public Applications\]](#)

If you do not have a user name and password, Click [\[Register\]](#)

If you forgot your password, Click [\[Forgot/Reset Password\]](#)

Log In to Core Data Collection System (cont.)



Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

▼ User Applications

- ▶ **Administrative and Financial Services**
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ School Finance Menu
- ▶ Career Education
- ▶ **Cross-Divisional Systems**
 - ▶ ARRA
 - ▶ ePeGS
- ▶ **Office of Educator Quality**
 - ▶ Licensure (Educator Certification System)
- ▶ **Reports**
 - ▶ Missouri Comprehensive Data System (MCDS)
- ▶ **School Improvement**
 - ▶ Annual Performance Report
 - ▶ Annual Performance Report
 - ▶ **Data Collection**
 - ▶ Data Collection Maintenance Menu
 - ▶ Nonpublic Registration Form
- ▶ **Special Education**
 - ▶ Special Education Profile
 - ▶ Special Education: Early Childhood
- ▶ **User Information**
 - ▶ User Manager

Screen 03

- Contact Information
 - You must have a Department-issued Core Data Collection System ID and password
 - All Institutions ***must*** enter contact information into DESE Web Applications on Screen 03
 - Contact information is collected in the August cycle



Accessing Screen 03

Core Data Collection

District:

Year: 2011-2012 Number Name

Location: Data Collection Menu

- Data Collection Menu
 - August Cycle
 - 03 District Contact Personnel
 - 04 District Directory
 - 06 District Tax Data
 - 08 Attendance Center
 - 10 School Calendar List
 - 16 Enrollment, Membership & Summer School
 - October Cycle
 - December Cycle
 - February Cycle
 - April Cycle
 - June Cycle
 - Reports
 - Edit Reports
 - DESE Web Application Menu
 - Logon/Logoff

Cycle Name	Cycle Status	Submit Status
August	OPEN - 7/6/2011 2:23:41 PM	NOT SUBMITTED
October	OPEN - 7/6/2011 4:36:16 PM	NOT SUBMITTED
December	CLOSED	NOT APPLICABLE
February	CLOSED	NOT SUBMITTED
April	CLOSED	NOT SUBMITTED
June	OPEN - 10/3/2011 10:16:17 AM	NOT SUBMITTED

Links

- [Core Data Manual](#)
- [Missouri School Directory](#)
- [Missouri Student Information System \(MOSIS\)](#)
- [Data Acquisition Calendar](#)

Email: webreplvmrcd@desse.mo.gov

Accessing Screen 03 (cont.)

Core Data C

District:

Year: 2011-2012 Number Name

Status: OPEN-Cycle is available for data entry.

Location: Data Collection Menu - August Cycle - 03 District Contact Personnel

Line	Contact	Last Name	First Name	MI	Title	School	Phone	Extn	Email Address
5	CORE DATA								
33	MOSIS								
32	MOVIP FACIL								
38	MPP								
15	PARENT EDUCATOR								
16	PDC CHAIR								
37	PERKINS PS								
35	PERKINS SEC								
36	PERKINS TP								
37	VEDS								

Email: webreplvmrcd@desse.mo.gov

MOSIS System

This section will discuss the new reporting system.

MOSIS System

- Due Date
- MOSIS System
 - Overview
 - User Access
 - Enter Information
 - Log In to MOSIS
 - MOSIS Data Collection System
 - PS-Adult Course Assignment Fields



Due Date

- PS-Adult Course Assignment file is due annually on March 31
 - Institutions may submit data after February 1
 - Institutions may append to a file until it is certified
 - All inclusive final file ***must*** be submitted and certified by 4:30 p.m., March 31



Overview of MOSIS

- MOSIS – Missouri Student Information System
- Designed to help DESE better meet the needs for high quality data for decision making for state and federal reporting
- Replaces manual data collection submitted on paper forms
- The goal is to collect the data once and use them many times, by many people, for many purposes



Choose User Access

Home >> MO Student Information System

News & Updates

- 09/20/2011 Core Data/MOSIS October Cycle Webinar
- 08/29/2011 Office of Data System Management Monthly Update Webinar
- 08/24/2011 MOSIS End of Course Fall Pre-Code
- 08/08/2011 Core Data/MOSIS Back to School Webinar
- 08/08/2011 School Administrator's Conference Presentations/Materials Available
- 07/01/2011 Administrative Memo -- 2010-11 Performance Data Release Schedule
- 06/22/2011 MOSIS Data Collection - June ID Cleanup

How Do I Find?

- Alerts
- Approved Career Ed Courses
- Changes for 2011-12
- Code Sets
- Core Data Manual
- Core Data Workshops
- Core Data Screens Populated by MOSIS
- Data Access and Management Policy
- Post Secondary Reporting
- MOSIS Listserv
- Training
- User Access**

Enter Information

MO Student Information System (MOSIS) Access Request

Menu Help

First Name Leigh Middle Initial A Last Name Engle

Birthdate 05/05/1985 (mm/dd/yyyy) Mother's Maiden Name Grant

Email Address test@test.com

Enter 6 Digit District Code (No Dashes) 160160

Choose to give the user full district access.

District Level

OR

Select a single building from the list to assign this user to.

Show Buildings

Retrieve assurance statement to be printed and faxed to DESE by clicking the button below

Retrieve Printable Form



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Information Technology
MO Student Information System (MOSIS) Access Request Form

DIRECTIONS
 Print name, sign and fill in security pin code assigned to the district.

FAX TO: 573-751-1178 or **MAIL TO:** Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City MO 65102

Transaction #: 7790 **Name:** Leigh A. Engle

Date of Birth: 05/05/1985 **Mother's Maiden Name:** Grant

School District: 500500

Building: DISTRICT LEVEL - ALL BUILDINGS

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 acknowledge and agree to the above requirements.

Superintendent/Authorized Representative Signature

Print Name: _____ ← **Authorized Rep's Name and Signature**

Signature: _____

Security Pin Code: _____ ← **Security Pin Code**

Requesting User Name

Print Name: _____ ← **Requesting User's Name and Signature**

Signature: _____

Log In to MOSIS Data Collection System



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[A-Z Index](#) | [Site Map](#)

Adult Learning & Rehab. Services	College & Career Readiness	Communications & Media	Data System Management	Early & Extended Learning	Educator Quality	Financial & Admin. Services	Governmental Affairs	Quality Schools	Special Education
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Features



National School Bus Safety Week
October 17-21

1 2 3 4 5 6 7 8

News & Updates

- ▶ Education Commissioner Holds KC Town Hall Meeting
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- ▶ 2011-12 Missouri School Directory Is Now Online

more news...

TOP 10 by 20

MCDS Portal

Educator Certification

MAP

Webinars

Electronic Mailbag



MOSIS

GLE CLE

MSIP Missouri School Improvement Program

GED

School Finance

Memos | **Administrators** | **Teachers** | **Families** | **FAQs** | **Helpful Links**

▶ 10-12-11 - School Calendar Requirements

Quick Links

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Log In to MOSIS Data Collection System (cont.)



Web Application Logon

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Log In to MOSIS Data Collection System (cont.)



Web Applications

- ▼ **User Applications**
 - ▼ **Administrative and Financial Services**
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ School Food Services
 - ▼ **Cross-Divisional Systems**
 - ▶ **Missouri Student Information System (MOSIS)**
 - ▼ **School Improvement**
 - ▶ Annual Performance Report
 - ▶ Data Collection - Work (Data Entry)
 - ▶ Gifted Application
 - ▶ LEP - 2005-2006 for SY04-05
 - ▶ LEP - 2006-2007 for SY05-06
 - ▶ MOVIP
 - ▶ MSIP District Response to the Standards
 - ▶ Nonpublic Registration Form
 - ▶ TAG/VIDEO Application
 - ▶ Technology Literacy Challenge Fund Application
 - ▼ **Special Education**
 - ▶ Sheltered Workshops Application
 - ▶ Special Education Profile

Log In to MOSIS Data Collection System (cont.)

MO Student Information System (MOSIS) Access Request

Menu Help

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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 ←

Log In to MOSIS Data Collection System (cont.)

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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

Choose Component

- [MOSIS: ID Assignment](#)
- [MOSIS: Data Collection System](#) ←

MO Department of Elementary and Secondary Education - Send questions to: webrep@afsis@desse.mo.gov

MOSIS Data Collection System

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
							2012
2012 PS-Adult Course Assignment		Mar 31, 2012	Run a Trial				2012
2012 LEPELL Assessment Pre-Code		Nov 10, 2011				PreCode	2012
2012 EOCFAL Assessment Pre-Code		Nov 4, 2011				PreCode	2012
October 2012 Assignment		Oct 15, 2011				October	2012
October 2012 Educator		Oct 15, 2011				October	2012
October 2012 Student Core		Oct 15, 2011				October	2012

- Follow online instructions

PS-Adult Course Assignment Fields

- MOSIS Collection System
 - 2012 PS-Adult Course Assignment
 - CollectionVersion - Required
 - 2012ALL1.0PSACourseAssign
 - CurrentSchoolYear - Required
 - 2012 - 4 digits maximum
 - ReportingDistrictCode - Required
 - DESE assigned 6 digit county district code
 - ReportingSchoolCode - Required
 - DESE assigned - 4 digits (*All colleges will use 0000*)
 - EDSSN - Required
 - Educator's Social Security Number - 9 digits maximum
 - EDLastName - Required
 - Legal Last Name - 1-60 characters



PS-Adult Course Assignment Fields (cont.)



- **EDFirstName – Required**
 - Legal First Name – 1-60 characters
- **PosCode – Required**
 - Position Code – 2 digits
 - 10 – Administration/Coordinator
 - 50 – Guidance
 - 60 – Teacher
- **LocCourseNum – Optional**
 - Local Course Number – 1-12 digits
- **LocCourseName – Required**
 - Local Course Name – 1-60 characters maximum
- **LocSecNum – Optional**
 - Local Section Number – 0-6 characters
- **CIPCode – Required – 7 characters maximum**

PS-Adult Course Assignment Fields (cont.)



- **CourseSem – Required**
 - Course Semester – 1 digit
 - 0 - full year
 - 1 - first semester
 - 2 - second semester
 - 3 - summer semester
- **CTEProgType - Required**
 - Valid DESE Program Code – 4 digits
 - 0110 – Agricultural Education
 - 0210 – Business Education
 - 0410 – Marketing Education
 - 0510 – Health Sciences
 - 0610 – Family & Consumer Sciences
 - 0710 – Occupational Family & Consumer Sciences
 - 0810 – Technology, Health and Skilled Technical Sciences
 - 0910 – Guidance
 - 1110 – Administrator/Coordinator

PS-Adult Course Assignment Fields (cont.)

- Contact Hours – Conditional (Required for Adult Programs)
 - Adult Programs Only (programs taught at a secondary school) – 1-4 digits
 - # Contact Hours for this assignment
 - Use for Administration or Counselors
 - 0910 – Guidance
 - 1110 – Administrator/Coordinator
- Credit Hours – Conditional
 - *Do Not Use – Postsecondary (College) Only*
- Case Load – Required
 - # of students served in a CTE program not general education courses
- Adult Term
 - Valid DESE Program Code – 2 characters
 - FT – Full-Time
 - ST – Short-Term



□ Excel Template

□ www.dese.mo.gov/MOSIS/FileLayout.html

Adult Certification

The section will discuss the requirements for
Adult Teacher Certification

Adult Certification

- Full-time Adult Programs (500+ Clock Hours)
 - Educator must have an appropriate DESE certificate of license to teach
- Short-term Adult Programs
 - No certification required



Approved Programs

The section will discuss where to locate the
Missouri Career Education Program Directory

Approved Programs

- Check the Missouri Career Education Program Directory to verify what programs are approved at your school.
 - Website -
www.dese.mo.gov/divcareered/program_directory.htm



Salary Reimbursement

The section will discuss Salary Reimbursement

Salary Reimbursement

- No changes will be made to the Adult salary reimbursement calculation
 - Website -
www.dese.mo.gov/divcareered/salary_reimbursement.htm
- Payment will be made ***once*** a year instead of each semester (same as with secondary salary reimbursement)



Q&A

Time for your questions

Contact Information

- MOSIS System Submission
 - Connie O'Brien (573) 751-3524
 - Mike Griggs (573) 526-4581
- Salary Reimbursement
 - Andy Martin (573) 751-0449
- MOSIS User Access
 - Amber Castleman (573) 526-2572



Contact Information (cont.)

- Program Approval
 - Agricultural, Food & Natural Resources
 - Leon Busdieker (573) 751-3544
 - Business, Marketing & Information Technology
 - Leslie Kerns (573) 751-3484
 - Family Consumer Sciences & Human Services
 - Cynthia Arendt (573) 751-2644
 - Technology, Health and Skilled Technical Sciences
 - Gavin Allan (573) 751-2584



Web Addresses

- DESE Website
 - www.dese.mo.gov/index.html
- Career Education
 - Office Website - www.dese.mo.gov/divcareered/
 - Salary Reimbursement -
www.dese.mo.gov/divcareered/salary_reimbursement.htm
- MOSIS
 - MOSIS Website - www.dese.mo.gov/MOSIS/
 - MOSIS Past Training Information -
www.dese.mo.gov/MOSIS/training.html

