

MOSIS Back to School Webinar – September 23, 2013

Miscellaneous

Q: If a field is optional in all cycles, does it even need to be collected?

A: An optional field does not need to be reported. However, if data is reported, it must be valid data.

Q: Are code set changes displayed anywhere similar to manual yearly changes?

A: A list of changes known at the beginning of the school year is posted on the MOSIS website under How Do I Find.

Access/User Manager

Q: How do we designate a User Manager?

A: You will need to complete the User Manager Security Administration Form located at <http://dese.mo.gov/dsm/websystemuserid.htm>

Q: Is there a phone number to contact someone about editing a person's user access?

A: Please email: webappsloginassistance@dese.mo.gov

MSIP5/APR

Q: When we are going back to previous years and changing data, are the changes included in data pulled for MSIP 5 purposes/rolling averages, etc or is there a data submission cutoff each year?

A: Data from school year 2011-2012, and prior, was frozen as of June 28, 2013 for APR purposes. Changes to school year 2012-2013 can still be made in MOSIS and will flow through to the fall 2014 version of the APR.

Q: Will the unofficial graduate cohort report update after October Cycle?

A: The Level 4 and 5 Supporting Detail Report containing graduate cohort information will reflect that information in the near future.

Q: For MSIP5 dual credit, is Appendix D in the Comprehensive Guide to MSIP the most current for the 2013 MO complying institutions?

A: At this time yes, but the department will gather updated information from the Department of Higher Education prior to the generation of the fall 2014 APR.

MOSIS State IDs

Q: Should we report our PK's with one of the elementary buildings even though we have a separate Early Childhood Center?

A: Districts who do not have a building directly associated with PK should use an elementary building.

Q: What do we do with the MOSIS numbers that are assigned to our PAT kids?

A: You don't have to do anything with MOSIS numbers created for PAT kids at this time except maintain them. When the student enrolls in a school that reports or get to the kindergarten age, then the number will already be in MOSIS.

August Cycle

Q: Is it possible to have more than one contact person on the District Contract for Screen 3 and Screen 4 for Core Data and MOSIS?

A: No, currently only one contact person per program is allowed.

Q: Who should I contact regarding our school calendar? I changed some calendar detail, but the hours on the calendar list do not reflect the changes I made.

A: School Finance at DESE can help with calendar questions.

October Cycle

Q: There used to be several combined class codes. Now only one-CO. Correct?

A: CO is for special education co-teaching, it is not a combined class code. Combined classes will now use the new combined class field.

Q: Do you put a number such as 1-9 in the new Combined Course field?

A: A number 1-99 is allowed in the new combined class field.

Q: Assignment grade level 18, should that only be used for PK students? I don't understand PK-3.

A: Assignment grade level 18 (early childhood) is used when students from more than one grade within the range of PK-Grade 3 are associated with that assignment.

Q: I thought grade level 18 EC was for SPED students only.

A: No, it is not.

Q: Is there an Excel-compatible cross-tabulation of DESE course numbers and teacher certifications available? Something besides the human-readable descriptions of required certs in the Course Numbers table.

A: This is currently only in the PDF document of the Core Data/MOSIS Manual. We would have to create it.

Q: The October cycle now requires gifted info on each student, correct? If our school does not have a gifted program available, how do we populate the field?

A: Yes, the value reported would be NI.

Q: Please explain the CO for regular class room and special education.

A: CO should be used only for the special education teacher who is in a co-teaching class with a regular education teacher. The regular education teacher should NOT use the CO delivery system.

Q: How do you code a Special Education teacher for the minutes she is co-teaching in main stream? During any hour she could go to classroom A or classroom B depending on student need.

A: Use CO for special ed co-teaching if the special ed teacher is assigned to that class on a regular basis. If the special ed teacher is moving from class to class depending on student need, use the IG delivery system

Q: Do we show PK students in Oct. cycle?

A: Yes, report PK in the October Student Core.

Q: Should teaching assistants/teacher aides always be included in the Educator files?

A: Yes.

Q: How do we code a library aide?

A: Position Code 80, Course Code 884XXX (use appropriate level-jr high, middle, elem, etc.) would be reported.

Q: Is Core Data Screen 16 of the October Cycle based upon Snap Shot Day?

A: Yes, it is based on the September count date.

Q: Is there a reason we dont just submit assignment file and course completion at the end of the year? The idea of constantly updating our files to reflect schedule changes is unrealistic.

A: The course information is needed earlier in the year.

Q: So do we need to include 2nd semester classes in October or wait until class changes have been made before going back to October and adding 2nd semester classes?

A: You should report 2nd semester classes as early as you know what they will be.

Q: We have a teacher who is being deployed (on his way overseas at this time). He was paid for September. Should he be reported as the teacher on record until his time of deployment and then mark him as an early term and the long term sub who is going to become the teacher on record after his final deployment will then become the teacher on record with a late hire?

A: Yes, the sub will become the teacher of record.

Q: I'm trying to determine how we code our Online Dual Credit courses. These classes are taken through Crowder College & are strictly online. We do not require students to be on campus during their online time. The options for coding DualCreditSite are DIST, COLL, ACC, ITV, or ITVN. What do I use for these students?

A: COLL would be reported. Only the actual physical attendance of these students may be reported in the June Enrollment Attendance file.

Q: Combined classes had problems across buildings in the past, has this been fixed, and also are year long combined classes combined with semester classes?

A: Yes, this has been accommodated in MOSIS. Year long and semester classes can be combined.

Q: What if you have a first semester Algebra I and Algebra II combined class? Would first semester be 1 and second semester be 2?

A: Yes.

Q: Combined classes -- completely different teacher from the one Alg 1 & 2 in your example. Can we use the combined #1 again with a different teacher?

A: Yes.

Q: For combined classes, do we divide up the teacher's instructional minutes per week among the classes taught at the same time, like the old system?

A: Yes.

Q: If we have classes at our campus taught by State Fair instructors for dual credit, since State Fair reports directly to you, how do we report that class and/or educator?

A: The area career center at State Fair reports the high school classes and each high school reports dual enrollment college classes taught by the State Fair College in which they have students enrolled.

Q: Does the new Combined class field cover Special Education classes also?

A: Yes.

Q: Where is this new Combined field reported?

A: Course Assignment file.

Q: In the past, we had the combined minutes the same for each course being combined not divided up as they are being taught the same period. Is that wrong?

A: The minutes should be split.

Q: During an educators plan time and they supervise a group of students how would you report the minutes?

A: Planning time is not reported during the time the supervision of students occurs.

Q: When will the new October State Level Violation be available to review?

A: State level violations are turned on when the majority of districts have submitted data.

- Q: Will this tell us if a student enrolled in a district other than ours and show what school they were enrolled in for the prior year?**
- A: The new state level violation will show you if a student enrolled with another district in the fall and the district they are enrolled with.
- Q: If a Career Ed teacher has an embedded math credit, what course number should we use? Will they be evaluated for a Highly Qualified Teacher?**
- A: The appropriate course number found in Exhibit 10 according to the content. Yes, they will be evaluated.
- Q: We had a paraprofessional resign as of 9/20. Should I report them on the educator file and list an early termination? Also, if an educator began the school year as a paraprofessional and then was given her own classroom (she is a certified teacher), how should I report that? The reason this happened was because we split a combined second and third grade?**
- A: Yes, report the early termination. Report Late Start and Early End for the para who started teaching.
- Q: Do we will include nurses and counselors in the Oct. file?**
- A: Yes, nurses and counselors are reported in October.
- Q: Is there a list of job descriptions that should be included in the educator file?**
- A: Check out Exhibit 10 of the Core Data Manual. If there is a course/assignment code for the position, you should report them.
- Q: For Special Ed paras am I required to report a teacher whom the para aides?**
- A: If a Special Ed para is working with a special ed teacher, put the teacher's name in the comment field.
- Q: On the combined class code, I get an error saying I need a delivery system code as well. What would I use for combined classes of elementary such as 1st/2nd grade, 3rd/ 4th grade, etc. ?**
- A: Completing the combined class field should not require a delivery system.
- Q: If we have combined classes for a Special Ed Teacher- do we now have to show a Delivery System along with the Combined code?**
- A: Yes, if you have a combined class for a Special Ed teacher, you will report both delivery systems and the combined course field.
- Q: What is the proper way to code both the course and the staff assignment for a secondary Library Services class where students help in the school library while learning the library system? The course is a yearlong course where students earn 1.0 elective credit.**
- A: If this is a student aide it would be reported as a separate assignment with 0 minutes.
- Q: Did you go over delivery system coding for regular & special ed teachers in the same class?**
- A: If a special education teacher is co-teaching with a general ed teacher, report the sped teacher with a special edd course code and delivery system CO. Report the general ed teacher with the general ed course code. Do not use the CO delivery system for the general ed teacher.

Q: Have there been any updates or new codes to better report integrated math and English classes in the Career Ed centers?

A: Nothing new, EC for embedded credit is still available.

Q: You talked about the elimination of the C0 through C9 deliver systems and you stated S0 to S9 would go as well. You did not talk about how we are going to report electronic media with the elimination of the S0-S9.

A: Electronic media classes will use delivery system S. If more than one is happening at the same time, you'll use the combined class field to indicate such.

Q: Was the question answered regarding splitting class minutes when one teacher is teaching more than one subject/section during the same class period?

A: Minutes should be split across combined class assignments

Q: Criteria for including teaching assistants/aides in Educator files in Oct? Always include TAs?

A: Yes.

Q: October cycle, screen 18, says there are no educator assignments for the current district and year, where do i get these from?

A: Once you certify educators in MOSIS, they should appear on Core Data.

Q: MOSIS edit CRS02930-No matching Combined Course found for combined course.

A: Within the same EDSSN there should be a matching record showing the same combined course number.

Q: I did not understand the split minute either. I have always reported the combined class with the same amount of minutes for the total period. Is that wrong?

A: Minutes should be split across the combined classes. Otherwise, total minutes for the teacher will appear too high.

Q: For a Special Education combined class, we previously used the C1, etc. in delivery system. Since that now goes in the separate field, would the delivery system field be populated as if it were not a combined class?

A: Yes, instead of using C1 for special ed, you would use a delivery system of SC and a combined course field of 1-99

Q: We have online courses with a teacher residing over many courses that may be going on at the same time so I divide all these minutes by all these courses?

A: Yes.

Q: You stated that State Fair reports to DESE. If we have State Fair Classes how do we report these?

A: State Fair reports to DESE the educators and assignments for high school career center courses they provide.

Q: What is combined special ed classes only? We have always used CO (letter O) for combined class of reg. ed./spec. ed. as stated in the MOSIS manual. I'm hoping we are talking about two different scenarios.

A: CO is for co-teaching, combined class using C1-C9 was special ed self-contained classes where more than one subject or level was taught by the special ed teacher only.

Q: I would love to have some type of training/webinar that strictly deals with Special Ed. teachers and the coding we should be using since it can be very tedious. There can be multiple lines for special ed and I worry about the proper minutes being reported.

A: There is TA for special education educator reporting available at <http://dese.mo.gov/divspeced/DataCoord/personnel.html>. This includes a webinar that we did a few years ago, but most of that info is still current, with the exception of the change to the combined class reporting.

Q: Will you get an error when you split the minutes on combined classes if the total number is an odd number- so one has 1 minute more than the other?

A: No, you will not get an error.

Q: What does SC stand for?

A: SC stands for self-contained, generally meaning that the special ed teacher has students assigned to him/her during that time and is giving the grade to students. Self contained elementary classrooms do not need the SC reported in the delivery system.

Q: My October Student Core Data has a warning STC00465: State ID cannot be submitted since student is a prior year dropout. Is this where the State Violation Trial will come in handy? Since it is a warning, do we go ahead and submit? When will that be made available?

A: You can submit. It would be helpful to work with the other districts by contacting the MOSIS contact.

Q: What about the TEAM teaching delivery system coding (not co-teaching) T0-T9. Where do we enter teach teaching information?

A: Report the Team Leader and Team Teacher in the delivery system field.

Q: Can you please clarify which employees are included on the educator file? I am assuming it should only be teachers, paras, principal and assistant principal, not business manager, office/kitchen staff.

A: In Exhibit 10 of the Core Data/MOSIS Manual there are course codes beginning with 88XXX that help you to report these.

Q: With embedded credit, does the teacher need to be certified for both subjects?

A: Yes, they are evaluated for HQT.

Q: How are districts getting their course completion file to match October to include all the schedule changes, new students, withdrawn students. etc.? Are they just redoing October in June so that it matches for course completion file? Why does completion file ask GPA letter grade etc. for withdrawn students? If you have a freshman that withdrew before the semester, they dont even have a GPA?

A: The courses are required to match between October and June Course Completion. When students withdraw, report WD for the grade.

Q: Do we report Adult Education staff?

A: Adult programs are reported in March in the PS-Adult Course Assignment which is a separate file submission.

Q: Should paraprofessionals be listed as teachers with the "60" position code?

A: No, Paraprofessionals are "80" position code.

Q: In team teaching, do we still report in Delivery System the T0 - T9 number for the Team Leader and then the single number (1-9) for the Member teacher that is team teaching this course?

A: Yes.

February Cycle

Q: As far as February graduate follow up, NSC seemed to be very inaccurate; is this being addressed and where is this info pulled? Last year it was showing graduates as attending the college they had for dual credit versus where they were attending at 180 days.

A: The plan is to have the report only look at NSC records that occurred after the student's graduation date.

Q: If A+ is optional in February, can we still report early grads and have them eligible to attend an A+ school in January?

A: You will need to talk with DHE regarding how you need to report early graduates for A+.

June Cycle

Q: Is Screen 17 still active or has it been deleted?

A: Screen 17 is active this year.

Q: Is the information on Screen 17 required or optional?

A: Screen 17 data is required this year.

Q: Are the students for screen 17 5th and 9th only?

A: Districts will report for 5th, and 9th grades for PE this year. We plan to collect 7th grade as well for the 2014-2015 school year.

Q: What is the best withdrawal code for elementary students? Drop?

A: PK students can be transferred to home school, other grade levels would be dropouts if they are not known to be continuing education.

Q: What are the codes for Gifted services?

A: Gifted codes are NI, GS, and GN.

Q: Are Exit Codes and Exit Test codes combined in one field?

A: No, they are still separate fields. Some of the codes have changed for this year.

Q: Is the 20 day rule regarding attendance and drop/stop outs use 20 calendar days or 20 in session school days?

A: It's 20 calendar days.

Q: If a student finished the 12/13 school year as a remained advanced student, but doesn't come back to school until after the count date. What should the entry code be? Remained advanced? Or should it be changed to a stop out for 12/13 SY and Stop out entry code for the 13/14 SY?

A: The student's entry code would be remained advanced, and if you are unsure if they are continuing education they are exited as a dropout.

Q: I'm hearing about schools waiting until a student attends 10 days before they are enrolled to ensure they are going to enroll. Is this legitimate?

A: No, this is not legitimate. Students are enrolled upon their first day of attendance.

Q: We won't show the PK in the October cycle. We will just report them in June IF they have taken the ECO test.

A: PK students should be reported in October Student Core file.

Q: What is the deadline to recover a dropout from the previous year so it does not count against you?

A: You may recover dropouts if they return before the subsequent September Count Date (last Wednesday in September).

Q: What is our correct procedure to follow when one of our dropouts is reported as enrolled in another district?

A: Upon confirmation the student has enrolled in the district, you would transfer them to the other district.

Q: If we have a student request for records from another district but the student doesn't show enrolled at the district that requested records do we have to go back and count the student as a dropout?

A: Yes.

Q: If dropout occurred 2 years ago and then they have re-enrolled, do we change drop-out to stop-out?

A: This situation would be reported as Transfer from Dropout.

Q: I get how to change them but if the new State Level Violation Report is meant to help you and is not available until October, isn't it too late, and past the count day?

A: We are providing the report in October based on the next school year's enrollments for the fall count date, otherwise you wait till the following June to help recover dropouts.

Q: We have several "dropouts" that have since been reported by other districts since they left us. Since it is beyond the time limit to count them as stop out, there is nothing I need to do, correct?

A: Correct, the other district will transfer them in from dropout.

Q: How do I code a student that was reported as a dropout in June, but has enrolled in a private school in August?

A: In June you would change the dropout exit to stopout exit, and in August enter them on the first day of school as entry stopout, and exit them as a transfer to private.

Q: So if it's 15 days, they are to be counted absent, correct?

A: Yes, if its 20 calendar days or less.

Q: What if they enrolled in a different district after more than 20 days out of school?

A: If a student enrolls in another district, you would exit them their first day of nonattendance and transfer to the other district.

Q: Foster kids who are district residents (and we are paying local tax effort) but attending another district. Who counts them..do we report them in MOSIS at all?

A: The attending district reports these students.

Q: Please explain the difference between the calendar and school days with the stopout code.

A: Calendar days include weekends.

Q: Stopout Suspension- what if that student is still keeping up on homework and getting a grade? We wouldn't drop them?

A: You would show them as a dropout.

Q: If we have a student suspended for long term - over 10 days. Is it correct that we should use the stop out code to prevent a hit to our attendance? If so, how does this affect our discipline report?

A: No, this student would be counted absent if it's less than the 21 calendar days. The discipline report is a separate report, it does not correlate with the enrollment/attendance reporting.

- Q: Students who are withdrawn on long term OSS...but return in time for MAP testing..are they coded as in building less than a year..does this mean they are not included in our district assessment data?**
- A: The value for In district and building less than a year is determined if the student was enrolled on the count date in the fall and enrolled more than half of the days between the count date and the testing administration window.
- Q: What is defined as a state approved gifted program?**
- A: The gifted education procedures manual should cover this:
<http://dese.mo.gov/divimprove/gifted/documents/qs-gifted-Program-Procedures-Manual-2013.pdf>
- Q: How are the ELL/LEP precodes uploaded to DESE?**
- A: The LEPELL precode file is a collection in MOSIS.
- Q: What replaces the LPT ELLExit Code that was eliminated?**
- A: It has been suggested to use IFA.
- Q: STCS03003 is a warning for schools where the students are currently attending. Is there somewhere our district can look to see if our dropouts showed up somewhere in the state in case their current attending school "ignores" their warning?**
- A: The new state level violation report in October will look for dropouts and show if they enrolled in a district in the fall.
- Q: If a student drops out in May 2013 and re-enrolls in October 2013, is that student still considered a dropout?**
- A: Yes, the entry code would be transfer from dropout since it occurred after the subsequent fall count date.
- Q: Students shown in June as continuing but then they don't return in August, should we go back and change the June exit status, or let June stand and code them in and out on the same day in August?**
- A: No, you should report them on the first day of school and exit them that same day with the appropriate exit.
- Q: If student is suspended for long-term suspension but attends alternative ed program for suspended students, where we have been collecting attendance for student. Should student be marked ISS for attendance purposes and OSS in the discipline (June) cycle?**
- A: Alternative education for suspended students is reported as ISS.
- Q: If a student withdraws and this is shown in the June attendance file, why do we still have to report for them in the course completion file?**
- A: All students should be reported in the file.

Student Core

Q: Isn't ESOL model code optional on all uploads?

A: Yes, ESOL is optional in all collections.

Q: Should the attending, reporting, and resident districts all be the same for a STL charter school?

A: For Resident I students, all these codes would be the same.

Q: Do we report students with a 540?

A: There is no special reporting on 504 students, and they are not considered part of the special education child count.

Q: We have 2 students who attend the NWMSU Academy. Do I include them in the October Student Core?

A: This is based on your agreement, you would include them in the Student Core, otherwise if you have agreed for Maryville to report them, then they would report them.

Q: I noticed that Free/Reduced Federal Programs Headcount is now taken from September Count. Are the number of Home School Students reported in October Cycle now also or is that still in February?

A: Home School Students are still reported in February.