

Core Data/MOSIS End of Year Reporting Webinar Q & A April 29, 2014

GENERAL

Q: Could we get a quick overview of where everything is in the DESE website?

A: The website just went through a redesign, a recorded webinar going over how to navigate through the new website can be viewed here:

<http://dese.mo.gov/communications/webinar/navigating-departments-new-website>

Q: On the new website for DESE, how do we access the web application menu for Core Data, MOSIS, Food Service, etc.?

A: On the DESE Homepage, the web applications can be found at the bottom of the page under Resources.

MOSIS ID SYSTEM

Q: I have a question regarding preschool aged children and Parents as Teachers. My PAT's are needing MOSIS numbers created for students that are not enrolled in our school (such as students not yet of age to attend Preschool). How do I create a MOSIS number for these students without having them enrolled in our school?

A: Depending on how many you are attempting to get IDs for, you can use Enter Individual Student and enter them separately directly through the ID System, or there is also the option to upload a batch with multiple students to the system.

Q: Sometimes we have students leave our high school for another, we get a transfer, they enroll but then they show up on the state violation report. After investigating, the new school has requested a totally new MOSIS ID and that is why they appear on the state level violation report because MOSIS thinks they are two different people. How will DESE resolve duplicate ID's?

A: We are continuing to work through duplicate MOSIS IDs, our general rule is to keep the first ID created if it has been consistently utilized, and we then retire the other ID. Email coredata-mosis@dese.mo.gov with duplicate IDs for us to review.

Q: Who exactly should we contact for the duplicate MOSIS ID issue?

A: Email coredata-mosis@dese.mo.gov

Q: I have contacted schools about duplicate ID's and I still have the errors.

A: If you are receiving state level violation warnings, and have contacted other districts, and your data is reported accurately you may ignore the warnings.

ACCOUNTABILITY

Q: What is CCR?

A: College and Career Readiness

Q: For CCR data, are you receiving that data from other sources or is that submitted through MOSIS?

A: Various CCR data is reported by districts through MOSIS, as well as we receive data from separate entities such as ACT, SAT, Compass, etc.

Q: Is the MO Constitution Assessment required to be reported in MOSIS?

A: No.

Q: What is the EOC exception rule for a student who died?

A: An EOC Exception is not necessary in this situation, only for 12th grade graduates who did not take the required End Of Course Assessments.

Q: The EOC Exception is listed in the April cycle but there is no upload in the MOSIS data collection in April or June. When is this to be completed?

A: The End of Course Exceptions are listed under the Precode Cycle and due by the end of June.

Q: Did you say EOC Exception was due in April?

A: EOC Exceptions are due by the end of June.

Q: On my EOC exception report, I have 3 students listed who are all taking the EOC tests. How should I certify this file since they should all be removed?

A: These students can be removed if they are being assessed and if you do not have any exceptions to report, you do not need to submit the file to MOSIS.

Q: Where can I find the template for the EOC Exception collection?

A: The filespecs are located here: <http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2013-2014>, along with instructions on where to download the February Student Core report for EOC Exceptions that is in the correct format to then be modified and uploaded to the EOC Exception collection.

OCTOBER CYCLE

Q: I have warnings in the course assignment file due to assignment end dates being after the calendar, we changed our calendar, added a day to our calendar because of weather make-up.

A: Assignment end dates are entered only for assignments that end early during the year. All of them should be before the calendar end date.

Q: Any student that has enrolled after the October Student Core report, do I have to go back into October Student Core and add them on, or include them in the next reporting period?

A: The October Student Core is based on the count date of the last Wednesday in September, so if a student was not enrolled during that time, they would not need to be added, and would be included in the next cycle.

APRIL CYCLE

Q: I have a student who came to us in April and was included in our April Core. When I look at the MCDS portal I do not see that student on the EOC history report. Do we have to call the school they come from to get the information?

A: Yes.

Q: Are the Not FAY building and Not FAY district fields in the April file required for grades 9-12?

A: The fields are required for any student reported in the April Student Core file.

Q: If screen 30 and 31 are optional why are there errors showing up? Do we need to worry about these errors?

A: The edits can be ignored if you are not completing the screen.

Q: Will Core Data Screens 30 and 31 be required next year?

A: We anticipate it will be optional again; however we will discuss this further at the Department.

JUNE CYCLE

Q: Is 8th Grade Tech Literacy reported?

A: It is optional.

Q: Where can I find the 8th grade technology requirements?

A: There is no state or federal mandated standard for 8th grade tech literacy.

<http://dese.mo.gov/college-career-readiness/career-ed-programs/tech-engineering-ed/nat-standards-tech-literacy>

Q: When will the ASVAB submission open up in MOSIS?

A: ASVAB is available in MOSIS now to be reported.

Q: Is the ASVAB file optional?

A: The Department currently does not receive the ASVAB data, therefore we rely on districts to report the data to us to be used for MSIP.

Q: What is the purpose of physical education data collection?

A: The Department presents awards to districts and schools based on the physical education results. Cade's law also requires the data to be reported.

Q: Is the physical fitness information required. I thought it was made optional last year.

A: Yes, report the PE data in the June Student Core file for grades 5 and 9 for the 2013-2014 school year.

Q: Where can we get a chart for the Physical Fitness Assessment? We have several new teachers who are not aware of the ranges for grades 5 and 9.

A: The specific codes used for the Physical Fitness fields in the Student Core file are HFR, TESTED, and NOT TESTED and definitions can be found here:

http://dese.mo.gov/sites/default/files/FilespecCodeSets_2014CodeSets.html#Physical_Fit_Assessment_Codes. The Physical Fitness Assessment manual for this year is here <http://dese.mo.gov/sites/default/files/pe-physical-fitness-assessment-manual-2000.pdf>, and then for the 2014-2015 year, information can be found here: <http://www.pyfp.org/assessment/free-materials.shtml>.

Q: Are the Physical Fitness tests the same as in prior years, or has it changed?

A: They are the same this school year, we are continuing to look at the law to determine if anything needs to change in the future.

Q: What physical fitness tests are required?

A: Information regarding the physical fitness assessments can be found in the Physical Fitness Assessment manual at this link: <http://dese.mo.gov/sites/default/files/pe-physical-fitness-assessment-manual-2000.pdf>

Q: Is Screen 17 required this year? We didn't have to submit the physical fitness assessment last year?

A: Yes, the physical fitness assessment data are to be reported in the June Student Core file.

Q: The Student Core slide 10 says NOTE: Report PE data grade 7 (should be 5?) and 9.

A: The original PowerPoint presentation on the website was incorrect, it has been corrected and states grades 5 and 9. We anticipate adding 7th grade for next school year's reporting.

Q: What is the process for changing a grade throughout the school year?

A: There is an entry and exit code for Remained Changed Grade. Exit the student with this code and then on a new record enter them with the entry code and this record will reflect the new grade.

Q: How do you expect students to be reported in the prior June who receive the SEAS03001 or 3002 state level violation?

A: If a student exits your district and it is unknown if they are continuing education, the student would be a dropout until confirmation they have enrolled in another district is received.

Q: For students who graduate during the Summer, do we still code them as a graduate for the regular school year with G01?

A: Yes, students who complete credit during summer school to graduate will be coded as a graduate in the recent June Student Enrollment Attendance file.

Q: We have area students, do we report them in our enrollment attendance file?

A: Students at Area Career Centers are reported by their resident district in the Student Core/Enrollment Attendance files; however the October Course Assignments and June Student Course Completions are reported by the Area Career Center providing the instruction.

Q: If a student's last day is March 3, then he does not attend school anywhere for a week, but enrolls in a new school on March 11, how do we handle the enrollment?

A: The student would be transferred on the first day of nonattendance.

Q: How often are the State Level Violation reports updated? I have corrected several students in these reports from June 2013 and October 2014 cycles and the changes are still not being reflected.

A: The state level violations update once a week, if you have specific situations you are unsure about, contact us and we will look at it. There may be times data needs updated by another district before the violation will no longer appear, in these situations if you have reported accurately you may ignore the warnings.

Q: SEAS02000 - how do we correct date errors when district calendars don't match up?

A: We understand districts will have different start and end dates, if you are receiving a warning for overlapping dates but have reported accurately you may ignore the warning.

Q: SEAS03000 - how do we correct if drop out returns to school but they re-enter more than one year later?

A: If a student who has dropped out returns to school after the subsequent fall count date, they would be an entry code of transfer from dropout.

Q: With respect to correcting prior year data for state level violations, isn't prior year data going to be frozen prior to the end of June?

A: Prior year data will be frozen for the APR, however changes can still be made to the data in MOSIS.

Q: If we have a student temporarily housed and getting treatment in a hospital outside of our district, Senate Bill 291 seems to read that our district would be responsible for making payments for services to a serving school district, so does this mean that we can still claim attendance minutes on this student once they have been residing at the hospital for more than 3 days?

A: No, only local tax effort if forwarded. The new district will claim the state aid by reporting attendance.

Q: We have students in our alternative school that are labeled as 10th graders, but earn enough credits to graduate during the school year. How do I handle that? Do I do a grade change from 10 to 12 before the school year ends? Or as they earn the credits to become the next grade level?

A: When the student has enough credit to graduate, exit them as remained changed grade on the 10th grade record, then on their last day of attendance report an entry of remained changed grade on a new record for 12th grade, then exit them as a graduate.

Q: If a student is suspended long term (180 days) and not allowed re-entry until March 2015, do we use exit code S001 and is that considered a dropout?

A: Yes, the stopout suspension code would be the appropriate code to use in this situation.

Q: When do you report the senior who graduates the end of June or July after Summer School is complete?

A: Students who receive credit through summer school to graduate are reported in the June Cycle they just completed. So for this school year, 2013-2014, any students who earn credit to graduate during summer school will have an exit code in the 2013-2014 June file showing them as a graduate upon completion.

Q: I have a student on an IEP who lives in one elementary boundary in our district but due to the IEP, goes to a different elementary boundary in our district. How should this be reported in MOSIS (attend school code, reporting school code, resident school code).

A: The resident school code should be reported based upon the school attended.

Q: How do I show a 12th grader who has enough credits to graduate, but has been given 180+ days OSS for Drugs/Alcohol. He will graduate because of the credits. What Exit Code do I use? The 180+ OSS student has graduated before the suspension was fulfilled. Is that going to cause an error in June?

A: If the student received a diploma report the student as a graduate. It should not cause an error.

Q: If a student is dropped in December of the 2012/13 school year, but is showing in DESE that the student was enrolled this year at a different school, can we change the Drop out code in 2012/13 to Transfer to that District/School?

A: Yes, upon confirmation with the other school district you may transfer the student.

Q: If a student has to take summer school to graduate, they will still be reported the same as a student who graduated at regular May graduation?

A: Yes, if they complete the credits during summer school to graduate, they will be reported in the June Student Enrollment Attendance file showing as a graduate.

Q: If I have a student that dropped out January 2013 and showed up August 2014, can I use the StopOut Exit code for January and StopOut Entry for August or is he a drop in January since that's how he finished the previous year?

A: If the student did not return prior to the fall count date in 2013, which they did not in this situation, the Stopout Code may not be used. They would be reported as a Dropout in January of 2013 and when they returned in August of 2014 they would be an entry of Transfer from Dropout.

Q: I have a student leaving the country in May but has re-enrolled for next school year. How do I exit her? She is leaving on family trip for religious reasons. I don't believe that she will be attending school.

A: Similar situations like this, where students are vacationing with family, should be reported absent.

Q: Can caseload numbers be used for all grades K-12 in the Summer Course Assignment file or just for K-8?

A: Yes, caseload is allowed in the Summer Course Assignment file and is not limited to a grade span.

Q: When I am enrolling for Summer School, do I estimate how many students I will have and will I only get paid for my estimate or for the actual number of students?

A: Districts are paid based on actual attendance reported in the August Enrollment Attendance file in MOSIS which populates Screen 16 in Core Data.

Q: Who Reports summer school courses taught online through Aventa online?

A: Follow the instructions in Exhibit 34.

Q: Our BOE voted to have summer school last week of July-First week of August. Is there any reporting problems you can foresee with such a late date?

A: No.

Q: Do we receive ADA for a graduate in Summer School? The student attended summer school to complete graduation requirements. If I change the June report to Grad, when I report that student in August for summer attendance, will we receive ADA?

A: If a student attended summer school then they would be reported in the August Student Enrollment Attendance file for ADA.

Q: This is the first year we will be having summer school for a long time. We have students joining our summer school from a private school. Do I need to enroll them like I enroll our students?

A: Yes, they will be reported just like the other students enrolled in your district.

Q: For the course completion, if I reported as full year in October, is it OK for me to report a Sem 1 and Sem 2 score in this submission or do I have to "calculate" an overall score?

A: You are allowed to report full year courses in October and then report the grades in the June Course Completion by semester.

Q: What if they have more than 1 discipline incident in one day last year these came back as warnings.

A: Reporting more than one incident per student within a day will return a warning; you may ignore it if you have reported accurately.

Q: The new collection for Student Referrals is optional?

A: Correct.

Q: June Student referrals, do you anticipate this to be mandatory in the future?

A: No plans to make the Student Referrals collection mandatory.

Q: Referrals to outside agencies would be to whom?

A: Referrals to outside agencies would include referrals to agencies or services outside of school for academic, social or behavioral support.

Q: Where is the New Student Referrals Q and A link?

A: The Student Referrals Q&A is posted on the MOSIS Documentation webpage.
<http://dese.mo.gov/sites/default/files/referralcollection.pdf>

Q: Are the safe school violations populated through MOSIS for Screen 8 in June?

A: Safe school violations are reported manually on Screen 8 in June.

Q: Is a Taser a Safe Schools Violation? Is it not considered a weapon?

A: Exhibit 32 in the Core Data/MOSIS Reference Manual lists the Safe Schools Violations.

Q: Are IRCs still required?

A: The IRC data is reported in the Student Core.

Q: We are receiving error messages in our trial June Stu Core file concerning CTE Program Codes and CTE Cluster #'s for concentrators. We are reporting the same as last year. Are there new career pathways for CTE information? (I'm using the April 2012 information we received from Connie O'Brien).

A: This was initially a problem but should be resolved at this point.

Q: Does that summer credit for graduates need to be reported in course completion?

A: No.

Q: Do you know when the Course Completion will be open for us to run trials?

A: The June Cycle has been open for reporting since May 5, 2014.