



**October Student Core Webinar
Questions and Answers
October 7, 2015**

STATE LEVEL VIOLATIONS

Q: Where does the STCS03003 (potential dropout recovery student found) warning appear? I know we should have them, as we get notices from other districts but I have never found the warning.

A: When the Department turns on the State Level violations in the Student Core trials, you can go into the MOSIS Data Collection system and within your Student Core file, a pink bar states "The state found potential discrepancies in your Submitted Certified Trial after comparing it with other district's submissions. View state-level violations."

Q: You can still certify if the STCS03003 warnings appear, right?

A: Yes, this warning is a state level violation; it doesn't show up in a regular trial you are certifying.

Q: STCS03003 warning - many are elementary students. Is it my understanding that we must contact the prior school and ask them to change their data?

A: This warning is a state level violation; it requires the district that reported the data to correct it. As a courtesy you can call the district and let them know they can recover a dropout since they enrolled in your district.

Q: Two issues with the "pink" box state level violations - when I have contacted other school districts and explained the issue that we shared, they do not always go back and re-certify. I still have violations after contacting two other districts in August.

A: We understand that districts want to clean-up state level violations but the other district does not always go back and fix the data. If you have called the district and they have not changed the data then you have made the effort. We cannot require districts to make changes to their data but we can encourage them.

Q: In regards to state level violations in overlapping enrollments. Sometimes the requesting district and I disagree about dates.

A: The overlapping enrollment state level violations in some cases cannot be fixed because of a districts start/end date for the school year.

Q: Part of the errors in the state level violations are for students who attend our district during regular school term and attend a different school district during summer term. The way submissions for exiting and entering are, I don't believe they can be corrected.

A: The state level violations should only be looking at regular school term. The summer school term is not used for any state level violation.

Q: I have a student that shows as a state level violation on my June cycle as not being picked up by the transferred to district, however, when I called the receiving District they confirmed that they are there. They cannot figure out how to fix this issue on their end, because when they go into their June Enrollment/Attendance file it only shows "Transferred To" and not "Transferred from" field.

A: When you call the district, make sure that you are using the same MOSIS ID that you have the correct district code, and you are using the correct school code that the district reported that student in.

MOSIS BUSINESS RULES

Q: Regarding Warning STC00465 (State ID cannot be reported since the State ID has been reported as a dropout in the prior year), I am interested in how to handle situations where a student is dropped over the count date of the PREVIOUS school year but is here before the count date of CURRENT school year. How do we code this if a student was gone over the entirety of last school year?

A: The student can be recovered using a Stop Out as long as they come back before the subsequent count date of the next school year. For example, you have a student who started on 8/14/2015; the count date was 9/30/2015 (for this school year 2015-2016). The student has to return before the count date of the 2016-2017 school year in order for you to recover the dropout.

MPP

Q: Do we leave this field blank if we are not an MPP school/district?

A: Yes, if you are not an MPP district you will leave the field blank.

Q: If we have an approved MPP program, then the PK students in the MPP class would be Y and the PK students that are not MPP would be N. Do other grades need Y or N?

A: Yes, that is correct if you are an approved MPP district then all PK students have to be reported with a Y or N. This field only pertains to PK, so all other grades do not need MPP to be reported.

Q: Where can we find out if we are an MPP approved school?

A: MPP funded programs can be found at <https://dese.mo.gov/quality-schools/early-learning/missouri-preschool-program>

MILITARY

Q: I included the military information on our enrollment forms. When I got them back no one filled it out. What do I do?

A: You would report all the information as Unk (Unknown).

Q: I am completely new to MOSIS reporting and have already uploaded the Student Core file and it is certified so how do I know that the October Student Core file included the required reporting for military families since I didn't manual input anything?

A: The military field is required, so you would not have been able to certify without something in the field. Your system may have defaulted to Unknown. You can bring up your file in MOSIS and review it.

RESIDENCY/MEMBERSHIP FTE/FEDERAL PROGRAM HEADCOUNT

Q: The core data manual states the membership count is only on grades K-12. Is PK for something else?

A: If the child is a K-12 student then yes it they will count in Membership. If it's a PK-12 student they will count in enrollment.

Q: Are Resident II students considered enrolled on count day? Are they part of our headcount or membership? I am referring to our students that are attending private facilities like Marillac or Rainbow Center.

A: Yes they are, as long as they are enrolled at the private facility on the count day then you show them enrolled on the count day.

Q: We are a District that provides Special Services to PK students in surrounding districts. We used to let the home district report these, and I understand that now we are to report those students. We report as NR, but do we put in an FTE for these students? Some attend PK at home district and come here just a few hours a week for services.

A: Yes, you will need to report the appropriate FTE for the student.

Q: Can you go over the Enrollment verses the Membership on screen 16?

A: Enrollment is derived from students who are reported as Enrolled on the Count Date. Membership is from students who are Enrolled on the Count Date, as well as are in attendance one of the ten prior school days (reported with No (N) in One Prior Ten field).

Q: How do you report a student who is .5 MPP and .5 ECSE?

A: If a student is in MPP and ECSE, then report Y for MPP and the appropriate IEP disability code.

Q: Can you explain the difference between NR and R2 for residency status?

A: A NR (non-resident) student is a resident of a district but attending another district. The attending district reports the student as NR so data will flow back to the resident district. A RII (resident 2) student is residing in a district, but attending another district. If the RII student is attending a private agency, the resident district reports the data with a residency status of RII. If the RII student is attending another public district, there is an agreement usually for who reports the student, so dependent on this will determine if the student is reported as RII or NR.

Q: If we have a homeschooled student that is receiving IEP services, what FTE should I use?

A: For the homeschooled student receiving Special Ed services, you can calculate an FTE based on the amount of services to be provided.

Q: Regarding the residency, if we have PT, are we going to get errors, and have you remove them, it was like this last year.

A: Yes, charter schools that report PT will have to have their errors removed. We are working on fixing this business rule.

Q: We have a student that is a Resident II student (we are sending them to a private school to meet their IEP needs). The school is sending us the attendance - we will be reporting the attendance file in June. I've read with another situation, that districts with a RII student, will not receive their attendance. Will we receive their attendance hours?

A: Yes if you are paying tuition to this private school for this student you will receive state aid. You need to report that student in all your student core and enrollment and attendance files as a RII student. Then report their attendance hours and you will see their hours and ADA show up as a RII student on screen 14.

Q: Can a special education student be counted in membership or enrollment?

A: Yes, the student can be considered a part-time enrolled student and you can claim state aid for the time they are receiving services.

Q: For Resident 2 students attending a private facility, are they considered enrolled on count day? Are they included in enrollment or membership?

A: Yes they are, as long as they are enrolled at the private facility on the count day then you show them enrolled on the count day.

Q: Does a PK student need an FTE based on how often they attend?

A: Yes they do.

DROPOUTS

Q: If a student left and we didn't get a request for records, but another school says they started school with them this year, do we change them from dropout to stop out?

A: Correct, you would go back to the 2015 June Student Core Enrollment and Attendance and change the dropout to a stopout: exit. Then in this year, in the 2016 June Student Core Enrollment and Attendance on the first day of school you would show them as a stopout: entry and on the same day transfer them to the new school.

Q: Do the student still get counted if that drop out warning shows?

A: Yes, the STC00465 warning is only informative to the district receiving it. It requires the district noted in the warning to fix their file.

Q: Is there a way the dropout warnings can appear to the school district that has the dropout versus the district reporting the data. It is very time consuming to try to contact the other districts.

A: The STC00465 is only informative to the district receiving it. The district that reported the data once you certify your file will receive a state level violation. It requires the district noted in the warning to fix their file.

Q: Many times we get the error about a student being a dropout at another district on a K or 1 student in the VICC program. How do we get SLPS to exit those students correctly?

A: You will need to work with the district regarding this. If we can be of any help please let us know.

Q: I have contacted the other district where a student was reported as a drop out (elementary). They told me they would re-certify last year's info, but it would be later in October. This is very frustrating for those of us who would like to get rid of warnings.

A: We understand the frustration, but it requires the other district to fix the data.

Q: Is it possible for DESE to create a portal into which districts can enter the names of students who have left without official withdrawal, and for whom we need to show whereabouts? If such a portal existed, it might be a resource for locating students in question.

A: There is a state level violation in the October cycle that will help districts with recovering dropouts.

GENERAL QUESTIONS

Q: Are foreign exchange students included in the Student Core? Do they get a MOSIS ID?

A: Yes, foreign exchange students should be included in the Student Core files. Yes you need to get a MOSIS ID for a foreign exchange student.

Q: Should we include Early Childhood students who only come to school for special services in the October Student Core?

A: Yes, include all ECSE students in the October Student Core.

Q: Should we be including Parents as Teachers kids in the Student Core?

A: No, you do not report PAT students in the Student Core. Currently, all you do for PAT is getting MOSIS IDs for the students and reporting your PAT educator in the October Educator/Assignment submissions.

Q: I have student that does not have a SSN, do I use a "dummy number"?

A: SSN is an optional field. You are not required to report it.

Q: Who/How are Career Center students reported?

A: If you are referring to the October cycle, the school where the student is attending and/or receiving the instruction is responsible for reporting the information. Student Core file is reported by the home district; October Educator and Assignment would be reported by the Area Career Center district.

Q: When I ran the Student Core it pulled students with their IEP Disability that have exited the program. Will this information be counted in any report or why is it pulled?

A: If a student no longer has an active IEP, the IEP disability field should be populated with 00 at that time. For June cycle, if a student exits special education during the school year, you will need to report the IEP disability category.

Q: What is the order in certifying the files for October?

A: When submitting the October files you should submit the Student Core, then the Educator Submission (Educator Core/Educator School), and then the Assignment Submission (Course Assignment/Student Assignment).

Q: Is resident district and school only needed for K-8 districts?

A: The resident district and school codes are reported for all students, the residency status will determine if the codes match your district. For example, with NR students, the resident codes would be different from your district codes.

Q: If we have a records request and we have reported a student as a transfer but they are never picked up, do we have to change June enrollment to reflect a drop out, even with a transfer request in their record?

A: Yes, if you do not know where the student is you have to report them as a dropout. A student has to enroll and attend in the other district in order for them to be considered a transfer.

Q: We are a District that provides Services to ECSE students in surrounding districts. The home district used to report the students, and I understand that now we are to report those students. We report residency as NR, but do we put in an FTE for these students? Some attend PK at home district and come here just a few hours a week for services.

A: For ECSE services to non-resident students, yes, generally the serving district reports those students with a residency status code of NR. FTE can be 1.

Q: For the edit STC01050 - Unexpected student age for grade level: When the age and grade level are correct, do we just leave this warning and do nothing?

A: Yes, if the data is correct, then you will ignore the warning.

Q: Do you still require the IEP Disability to be shown at the time the exit date is reported?

A: If a student exits special education during the school year, you will need to report the IEP disability category in the June cycle.

Q: Do we report a private school student that is receiving services from Special School District in one of our buildings?

A: You should probably check with SSD to see if they are reporting those students. SSD does generally report all of the SNAP students for the county.

SCHOOL DIRECTORY

Q: Will the School Directory be updated soon with schools that have been closed for 2015-16?

A: The Missouri School Directory (MCDS Portal) is updated nightly by changes within Core Data. If you are referring to the PDF documents on the website they are updated periodically. If you see a closed school in the MCDS Portal location, please let us know so we can investigate the issue.

MOSIS ID – BATCH ISSUES

Q: We have a couple of students that are Infant Toddler (Parents as Teachers) which are reporting errors. When we try to manually enter IT isn't an option in core data. Will IT be a selection on the core data?

A: If you are referring to the MOSIS ID system, IT is not an available grade level; you have to report the student as PK. If you are referring to the Student Core, PAT students are not reported in the Core.

Q: We have a Kindergartner who was incorrectly assigned a MOSIS ID that belongs to someone else. We have contact DESE twice about this to have a new ID assigned with no answer. Who could I contact to get this resolved?

A: We have a backlog of about eighty (80) MOSIS IDs to clean up. If you sent us the information recently we have it in the backlog. If you sent it to us a couple of months ago then you might want to send it to us again at coredata-mosis@dese.mo.gov

Q: MOSIS ID Upload Template-- has this been fixed? I couldn't get it work for PAT.

A: We are not aware of any issues with the excel template. Please contact us if you are still experiencing problems with it.

Q: So do we manually delete the IT students from our upload? Since they have been given a MOSIS number and placed in student records.

A: You may upload them again and the system should identify them and output the existing MOSIS ID for them or you can remove them from the upload.

Q: Trying to upload the Student Core file and getting the error "unrecognized student file headers in file", who do I call??

A: With the addition of the two new fields MPP and Military some vendors have not gotten this added to the core files. If that is the case you have to add those columns to your download from your SIS before uploading to MOSIS. Most of the time if you look at the error itself it will tell you what is missing. There is a column called expected headers and then your headers. If they don't match you receive this error. Usually the non-match is highlighted in yellow to explain what you are missing.

EDUCATOR/COURSE ASSIGNMENT

Q: What career ladder stage is a teacher who has less than 5 years in Missouri?

A: We no longer collect career ladder information in MOSIS/Core Data and are unsure the requirements.

Q: What staff is reported in October?

A: Please refer to the Core Data/MOSIS Reference Manual, October Cycle, Screen 18. The introduction paragraph explains who needs to be reported.

Q: Should I use position code 60 or 50 for a guidance counselor who has guidance classes for elementary students?

A: Position code 50 if they are considered to be part of their guidance duties, however if they are teaching it will need to be position code 60.

Q: I have a problem with the Assignment Files. I am getting errors for many assignments that are coming back with the error "Educator School Record Missing". I am getting this for my elementary teachers also.

A: This edit is stating that you have Course Assignments reported, but no matching record is found in the Educator School file. Educators need to be in the Educator School file one time for each building, position code, CTE Program Type they may have.

Q: We have a High school principal that also is Transportation Director. What course code and position code should we use for Transportation Director?

A: Transportation Directors do not have to be reported. You may report that time as part of the principal assignment.

Q: Who would I contact if I am getting an error in the Course assignment file saying my PLTW course is not approved for Program Code 1 but I have my approved Career Ed list showing we were approved for the PLTW class?

A: Contact Connie O'Brien in Career Education.

Q: Can I code a position code 80, IA, as 887900 other pupil personnel or does anyone know of a better code to use? If I have an IA needing tied to the SIG grant, program code 43, can I use 887900 or is that only used for position code 70?

A: What is that person doing? You can e-mail me to discuss more. 887900 is used with position code 70.
Kim Oligschlaeger

Q: We have a class/teacher that is like a study hall but doesn't have any students assigned. How does this work for reporting purposes?

A: You need to report the course number that best represents what this individual is doing during this time.

Q: Did I understand that PAT students will be uploaded in Student & Educator Assignments, or do we only report caseloads for our PAT Educators?

A: The PAT Educators are reported with a caseload for the number of families served. The PAT children are not included in any MOSIS Data Collection files.

Q: Where can I find which course numbers require enrollment and which require caseloads?

A: Enrollment vs. caseload isn't necessarily based on the course code. For special ed assignments it is more based on the delivery system. In general, if a teacher has students assigned to the course, report student assignments.

Q: I have counselors needed to be coded .5 as State Test Examiner for their certification. What code do I use?

A: You will want to check with our Educator Certification section for the requirement for this, so it is coded with the correct Course Code.

CORE DATA

Q: On Screen 21 - Educator Vacancy, where would an opening for an ISS instructor or Mo Options Instructor fall? There used to be other, but I do not see that now.

A: On Screen 21, if there isn't a row for a vacancy that you have, you don't need to report it

Q: Since districts will no longer be required to report professional development? Do we still need to collect data?

A: PD hours are still required for certification renewal/upgrade, so the hours do need to be tracked. You just don't need to report the hours in Core Data anymore.

Q: Is the Edits Summary not working for the October cycle? I have submitted my cycle and can see edits if I go into individual screens but nothing is showing on the edits summary page.

A: Thanks for letting us know about that. We are aware of some issues and are working to address those, but wasn't aware of that specific issue.

ATTENDANCE CENTER CHANGES

Q: Currently, we report HS as 1050, Elementary as 4020, but our vendor said that our Pre-K cannot be with 4020 Elementary. Is there another code I should use for the PRE-K building?

A: You can e-mail me at kim.oligschlaeger@dese.mo.gov. We have a form that can be completed for those changes - http://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf

PROGRAM STATUS

Q: For the Oct Student Core and Feb Student Core I know you require a record for all students that were enrolled on the count date but for all programs, ELL, Title 1, Sped, etc, are you also looking at the program status of the students only on count day? So if they were Title 1 on Sept 30 but I created my file on Oct 20 and that student is no longer Title 1- we need to report this student as Title 1 yes?

A: See this link for coding of Title I, LEP, and Immigrant students -

<http://dese.mo.gov/sites/default/files/lepimmigtilemosisguidance.pdf>

Q: Wondering about lunch status, is that as of count day or Oct 1st?

A: As of count date for the status, but the age requirements is as of October 1.

Q: Can you explain the difference between "not funded" and "not eligible" for Title III LEP?

A: Not Funded for Title III - LEP are for those districts who receive Title III - LEP funds but those funds were not used for that student. Not Eligible would be for those districts who do not receive a Title III - LEP Grant.

Q: If a student is reported as N for Not Enrolled on Count Date, but they are still coded as Gifted- is that data ignored since they are an N?

A: Yes, if the student is not marked as enrolled on count date it is generally ignored in the program status counts.

Q: Can you explain what should be entered in Title III field (Y or N) for a student who is ELL/ESOL but is not eligible for Title III funding?

A: The Title III field is optional, and the codes are TF, NF, and NE for Title III - LEP and Immigrant. This field is used to determine funding.